

# **Societies**

**Rules,  
Protocols,  
Guidelines &  
Constitutions.**

**Sept. 2017**

# NUI Galway

## Summary of Policies

The University has a number of codes and policies which must be adhered to during all society activity. The Societies' Office would like to draw your attention to the following locations where such policies can be reviewed. The list of applicable policies and codes includes (but is not limited to) the following:

<b><u>Policy</u></b>	<b><u>Available at:</u> <a href="http://www.nuigalway.ie/">http://www.nuigalway.ie/</a></b>
<b>University Code of Conduct</b>	<a href="#">&lt;codeofconduct.html&gt;</a>
<b>University Alcohol Policy</b>	<a href="#">&lt;student_services/policies_procedures.html&gt;</a>
<b>Equality of Opportunity Policy</b>	
<b>Harassment and Sexual Harassment Policy</b>	<a href="http://www.nuigalway.ie/equality/documents/Harassment_Sexual_HarassmentPolicyProcedure.pdf">http://www.nuigalway.ie/equality/documents/Harassment Sexual HarassmentPolicyProcedure.pdf</a>
<b>Anti-Bullying Policy</b>	<a href="http://www.nuigalway.ie/equality/documents/AntiBullyStudents.">http://www.nuigalway.ie/equality/documents/AntiBullyStudents.</a>
<b>University Postering Policy</b>	<a href="#">&lt;student_services/documents/postering_policyenglish.doc&gt;</a>
<b>Policy on Authorised Absences</b>	<a href="#">&lt;student_services/documents/policy_on_authorised_absences.doc&gt;</a>

### Index

Alcohol Policy.....	2
Policy on Authorised Absence .....	6
Postering/ Advertising Policy.....	7
Society Complaints Procedure ....	11
External Affiliation .....	15
Society retaining recognition .....	18
Constitutions .....	18
Child and Vulnerable Adults Protection Policy...	20
Society Equipment Protocol.....	27
Society Alumni and outside Groups Guidelines..	27
University Insurance Information.....	30
Fundraising Guidelines.....	31
Ball & Large Event Code.....	41

# Alcohol Policy

The following pages contain important sections of the University Alcohol Policy, the Poster Policy and the University's Policy on Authorised Absences.

*Please note that reading the following synopsis of the alcohol policy **is not** a substitute for reviewing the policy in its entirety. Violations of the Alcohol Policy or any other University Codes or Policies are considered a serious offence by the University. We strongly advise, therefore, that you discuss any concerns with the Societies' Officer in person, especially if in doubt about the proposed nature of an event, publicity campaign (including posters, publications **and** e-mail/SMS messages), or any other activity or statement made by the Society.*

## Summary of Alcohol Policy

### 1.4 Aims of a University Alcohol Policy

The aims of this University Alcohol Policy are to:

1. Ensure that the social and academic life on campus is conducive to the health and well being of students.
2. Ensure that the University environment is safe for students and complies with health and safety regulations.
3. Promote the University as a supportive environment that enables students to make healthy choices that promote health and well-being.
4. Provide supportive services for those who may require assistance during their time at University.
5. Contribute to the on-going development of the University as a Health Promoting University.

The specific objectives include:

- Promoting the health and well being of students.
- Promoting personal responsibility and social obligation to the University community.
- Enhancing a campus environment where low-risk drinking is the "social norm".
- Promoting low-risk drinking and discouraging high-risk drinking (Appendix B).
- Providing an atmosphere free from pressure to drink for those who choose not to drink.
- Providing alcohol-related information and education for all students.
- Supporting and promoting alternatives to drinking, thus creating choice and a balanced social programme.
- Promoting opportunities for brief interventions to reduce high risk drinking.
- Promoting a caring environment for those who experience difficulties related to alcohol.
- Providing confidential and effective supports for those who seek assistance as a result of problem drinking.
- Reducing the incidence of alcohol-related problems among University students.

## 2. POLICY MEASURES

For an integrated approach, policy measures will on the one hand, encourage those who drink to do so responsibly thus moderating the demand for alcohol, and on the supply side prevent commercial interests from excessive alcohol promotion. The following five policy areas are, therefore, included:

- Increasing awareness and education
- Encouraging alternatives and choice
- Improving campus support services
- Controlling marketing, promotions and sponsorship
- Limiting harm in the drinking environment

## **2.1 Increase Awareness and Education**

Students, faculty and staff are expected to be responsible for their actions at all times and respect the rights of all members of the campus community.

The University community will promote ‘low risk drinking’ behaviour and increase awareness of the potential harmful or negative effects of excessive alcohol consumption.

- “Student Orientation” will be utilised as an opportunity to raise awareness of available programmes and services for all students and to promote a message of low risk drinking.
- Opportunities will be sought to actively involve the student body in the development, promotion and delivery of an educational programme on alcoholic drink and allied issues.

## **2.2 Encouraging Alternatives and Choice**

- The University will continue to materially support the maintenance and development of attractive alcohol-free environments on campus such as the
- Common Room at Aras na Mac Leinn, Juice Bars and late evening Coffee Houses.
- Under Club Licensing Law, students under 18 years of age are not admitted to the Students Union Club in the evening. The capacity of the Club is also limited. Accordingly, from time to time students can only avail of facilities in the city. The University will endeavour to address this deficit, and will seek to provide regular Pub facilities on campus so that the significant number of students who for one reason or another are currently excluded from the Students Union Club can be catered to on campus rather than in less favourable environments in the city, as is the case at present.
- The Students Union will develop and promote alcohol-free programmes involving cultural, social and entertainment activities for students.

## **2.3 Provide Campus Support Services**

- Student support services will continue to develop ways to increase awareness of high-risk drinking among students availing of University services.
- Individuals with concerns about their own use or another person’s use of alcohol will be encouraged to seek confidential assistance on or off campus.
- The University will assist individuals or groups who wish to establish self-help groups on campus.

## **2.4 Controlling Marketing, Promotions and Sponsorship**

The University has an obligation to provide a positive educational experience for all students as well as a safe working environment for students and staff. Therefore, this university affirms its role in providing a supportive environment for the University community, by identifying a clear set of guidelines on alcohol promotions and sponsorship. These include the following:

### **2.4.1 Sponsorship**

- A proactive approach by the University will be pursued as a top priority, to help student organisations find an alternative to drinks companies sponsorship.
- Sponsorship by the drinks industry of University events is permissible provided the sponsorship is in monetary form and not material form, thus allowing groups, clubs and societies to determine their own needs.
- The appointment of on-campus representatives by the drinks companies is prohibited.

- Alcohol sponsorship is not compatible with the sports and athletics ethos. It links alcohol use with the healthy pursuit of physical activity, and could be used as a way to circumvent the national advertising codes which prohibit the linking of alcohol with enhanced physical performance. Sports clubs will seek alcohol free sources of sponsorship.

#### **2.4.2. Alcohol Promotions**

- Alcohol promotions that encourage the rapid and/or excessive consumption of alcohol are prohibited.
- Alcohol in bulk, such as kegs, cases of beer etc, will not be provided as free awards, prizes or rewards to individuals or groups.
- The University will encourage off-campus drinks industry suppliers (bars, clubs and drinks representatives) not to engage in alcohol promotions, which result in high risk drinking among students.
- Agencies external to the University are not permitted to advertise or promote on the campus without the permission of the University, and then only in accordance with the terms defined from time to time by the University. (Currently a facility for promotion and advertising by external agencies is provided on the SIN Website in accordance with the standards defined herein)

#### **2.4.3 Advertising Code**

- Alcohol advertising on campus will be limited to brand name only, i.e., “Sponsored by Heineken” etc.<sup>1</sup>
- Advertising of social and entertainment events will not use alcohol as the inducement to attend.
- Advertising posters will not encourage excessive use or high-risk drinking or place emphasis on quantity and frequency of alcohol use.

### **2.5 Limiting Harm in the drinking environment**

- Training in Responsible Serving of Alcohol (RSA) will be provided for all those serving alcohol in the Students’ Union Club.
- Alcohol may not be served to intoxicated persons; it is a criminal offence.
- The Students’ Union Club will promote practices to prevent drunkenness such as serving food and low cost non-alcoholic drinks.
- The main purpose of the Students’ Union Club is not to sell alcohol, but to provide for the social and recreational needs of the members of the Club, in this instance the students of the University. In this light, the social aspects of the Club will be strongly emphasised, with, for example, the provision of live entertainment or other activities.
- High-risk sale promotions, such as ‘drink until you drop’, pub crawls and drinking competitions are prohibited.
- Alcohol consumption is to be confined to designated areas on campus, including the bar, ‘beer garden’ area adjacent to the bar, and at registered University events. The consumption of alcohol outside of these areas is prohibited.
- Only alcohol served at a registered University event should be consumed at the event.
- Non-alcoholic drinks and food will be available at functions and social events.
- No person will be coerced, even subtly, to drink or to abuse alcohol.
- Liaison with An Garda Síochána, including regular patrolling of the campus and student residence areas, will continue.

Breaches of the policy will be addressed using the University’s Disciplinary Code

## **Appendix B**

### **Low Risk Drinking Behaviour**

---

<sup>1</sup> Logos cannot be used either.

- Consideration as to whether you will drink, what you will drink and how much you will drink before drinking.
- Eating a full meal before drinking.
- Selecting a safe way to get home (public transport, walking with a friend, designated driver) before drinking.
- Always knowing what you are drinking, where your drink came from and keeping it in sight at all times.
- Avoid mixing alcohol drinks or drinking double shots.
- Knowing the signs of intoxication and avoid becoming intoxicated.
- Pacing your drinking - about one drink per hour.
- Sipping your drink, enjoying the taste.
- Alternating with non-alcoholic drinks throughout evening.
- Not allowing other to talk to you into drinking more than you had planned or to intoxication.

### **High Risk Drinking Behaviour**

- Assuming that everyone drinks and that being drunk is socially acceptable.
- Drinking to relieve stress, anxiety or deal with uncomfortable feelings.
- Drinking to get drunk.
- Participating in drinking games.
- Drinking from an unknown source (punch bowl, mug someone just hands you)
- Not knowing what you are drinking or leaving your drink unattended.
- Attending parties, clubs or other venues (bushing) that encourage high-volume or rapid drinking (too fast and too much) or where people are getting drunk.
- Drinking on an empty stomach.
- Mixing drinks with medications or illegal drugs.
- Driving after drinking or travelling with someone who has been drinking.

# POLICY ON AUTHORISED ABSENCES

## **For attendance by Students at events as a representative of a University Club/Society or the Students' Union**

The University recognises the important contribution the activities of Clubs, Societies and the Students' Union make to the development of the reputation and good name of the University through the participation of their members in intercollegiate and intervarsity events and competitions, and representational activities under the aegis the NUI, Galway Students' Union.

It is the view of the University that participation in events of this nature can contribute significantly to the education of the student, and that it is in the interests of the University that students' participation be encouraged.

The University recognises that the participation of students in such events may, in certain circumstances result in their absence from lectures, practical classes and other compulsory tuition.

In the circumstances where participation conflicts with attendance at mandatory academic work, e.g. lectures, practical classes and other compulsory tuition.

- The student will seek the approval of the relevant academic personnel in charge for an authorised absence. Such approval must be sought in advance of the event and in writing. Approval must be provided in writing to the student and where approval is given, the student will be facilitated as far as possible with alternative arrangements. Copies of the application for leave of absence and the response from the relevant academic member of staff must be forwarded to the Dean of Faculty for information.
- Where able to do so, students are asked to make every effort to make arrangements for their participation in intervarsity events that minimise their absences from tuition.
- Where approval of absence is sought, the Sports Officer and the Societies Officer of the University, or the Students' Union President in the case of Union activities, will provide the student with verification that these events are official intervarsity/intercollegiate events.
- The Sports Officer, Societies Officer and Students' Union President will assist academic personnel make alternative arrangements for students attending these events by providing, in so far as is possible, a schedule of the such events at the beginning of each Semester.

These provisions shall apply to events taking place both on the NUI, Galway campus and elsewhere, both nationally and internationally. In the case of events taking place outside of Galway, the period of the authorised absence shall include a reasonable period of time for the student to travel to and return from the event.

The types of activities comprehended by this policy include meetings, conferences, exhibitions and intervarsity competitions in which the student, under the auspices of the Club/Society, is participating as a representative of the University.

# Postering/Advertising Policy

## and Management Framework

### 1. *Introduction*

**The purpose of this policy is:**

- to improve internal communication among students and staff of the University, and
- to convey information that is appropriate, in an accurate and timely fashion;
- to have orderly management of advertising and promotion on campus consistent with the objective of minimising littering of the campus.

### 2. *Scope of the Policy*

- This policy applies to students, staff, offices, departments, clubs and societies of the University, the NUI Galway Students Union, campus companies and their employees, independent companies with whom the University has a contract and who are trading on the Campus, and external bodies.
- This policy sets out criteria for the provision of postering and advertising facilities on the campus and the management of these facilities. (Facilities are understood to encompass physical facilities e.g. fixed notice boards, free-standing boards, ad-hoc notices, electronic media such as emailing through University facilities, websites and LCD screens, as well as the facility to distribute promotional material on the campus).
- This policy sets out criteria regulating the content of posters, flyers and other forms of advertising on the campus.
- This policy sets out procedures for dealing with breaches of regulations governing the use of and content of posters and advertisements.

### 3. *Postering and Advertising Facilities*

The University will provide fixed notice boards, free standing notice boards, electronic media, and will accommodate ad-hoc notices and the distribution of promotional material under certain circumstances. *Postering and advertising is only accommodated through these facilities.*

- **Fixed Notice Boards**

- All buildings of the University will have open and closed notice boards.
- There will be external notice boards at a number of key points around the campus.

- **Free-Standing Notice-boards**

- The University will provide free-standing notice boards to facilitate directions to events or locations.

- **Ad-hoc Notices**

- From time to time departments or staff of the University may have to place ad-hoc notices on or adjacent to their office doors. The use of such a facility should be limited and such notices must be affixed with material which will not damage the fabric of the building.



- **Electronic Facilities**

- The University currently has LCD screen-based advertising facilities in place in three buildings on campus. The University will endeavour to extend electronic facilities to all major buildings and will actively encourage paperless advertising on the campus in so far as possible.
- *Guidelines on the use and management of the LCD screens are available from the Press & Information Office.*

- **Flyers/Promotional material**

- The distribution of flyers and/or promotional material will be limited to events and appropriate elections officially organised by the offices and departments of the University and elections and referenda of the Students' Union. Clubs and Societies may distribute flyers and promotional material in the event of corporate events only, for example Societies Day or Clubs Day.
- In the case of any other events permission to distribute flyers must be obtained from the Facilities Manager, Buildings Office, NUI Galway. The Facilities Manager may impose conditions and restrictions on the distribution of such flyers.

#### 4. *Access to and Use of Postering and Advertising Facilities*

- **Access to facilities**

- Postering and advertising on the campus is confined to students, staff, offices, departments, clubs and societies of the University, NUI Galway Students' Union, campus companies and their employees, independent companies with whom the University has a contract and who are trading on the campus, public bodies, and private external bodies that have obtained the permission of the University. Pubs, nightclubs, off-licences and bodies engaged in the sale of alcoholic drink are not permitted access to these facilities.

- **Permitted Postering Locations**

- Postering on campus is permitted only on designated notice boards. Posters found in any other area, such as windows, doors, etc. are considered as "defacement" of property of the University and their placement in unauthorised areas will be construed as a breach of this Policy. The cost of removal of any materials posted in contravention of this policy, or of repair for damage caused will be billed to the responsible organisation.

- **Number of Posters allowed on a Notice Board**

- Only one poster per event per notice board is permitted. The maximum size must not normally exceed A3. No poster should be placed on top of another active poster, obliterating details of another's event. An active poster is one that either lists an event which has not yet occurred or on which the end date has not yet passed.

- **Removal of Posters**

- Posters must be removed when out of date by the organisation responsible for placing them. Where the poster is advertising an event this must be within 3 days following the date of said event.

- **Access to Electronic Media**

- The University manages an LCD screen-based advertising facility. Use of this facility is confined to clubs societies, offices and departments of the University, the NUI Galway Students' Union, campus companies, independent companies with whom the University has a contract and who are trading on the Campus. External bodies do not have access to this facility.

- To advertise on this facility please contact LCD@nuigalway.ie

- **Obtaining permission by external bodies**

- Advertising by external bodies is only at the express permission of the University and on such conditions as are set out by the University – see schedule 1, attached. These conditions may include the payment of a fee. Application for permission is made to the Facilities Manager, Buildings Office, NUI Galway.

## **5. *Content of Posters, Advertisements and Promotional Material***

### **1. Compliance with University Policies and Codes of Practice**

- The content of all advertising must comply with all appropriate codes of practice and policies of the University and in particular Equality of Opportunity, Alcohol Policy, Harassment and Sexual Harassment Policy and Anti Bullying Policy (copies of these policies are available at:
- [www.nuigalway.ie/student\\_services/policies\\_procedures.html](http://www.nuigalway.ie/student_services/policies_procedures.html)). In keeping with the University policy of an exemplary bilingual campus Students, Staff and External bodies are encouraged to provide notices in both English and Irish.

### **2. Focus of Advertising Material**

- The main overall theme of the advertising material must centre on the event/service and those responsible for the organisation of the event/service. Any sponsors must occupy a place of secondary importance on the advertisement, and must be a subsidiary feature.

### **3. Identity of person or organisation placing an advertisement**

- Each advertisement must clearly identify the name of the organisation, department, person or body that is responsible for placing the poster or advertisement and must also have an end date displayed on the advertisement.

## **6. *Policy Implementation and Management Procedures***

### **Publication of Policy**

- This policy will be publicised in the Buildings Office, and Student Services pages of the University Website, and notified in the Campus Directory, in the University Code and on notices at all the main entrances to the University (as per Schedule 2).

### **Breaches of the Policy and Sanctions for Breaches**

- Both indoor and outdoor areas will be checked periodically by the staff of the Buildings Office and breaches of this policy notified to the Facilities Manager.
- The Facilities Management Section of the Buildings Office of the University has primary responsibility for taking action in relation to breaches of the provisions of this policy. Complaints by students, staff, departments and organisations within the University in relation to alleged breaches of policy will be made to the Facilities Manager, Buildings Office. Where Clubs or Societies are the perpetrators of breaches, the Buildings Office will notify the University Societies Coordination Group or the Sport and Recreation Union Committee as appropriate. These Committees will be responsible for implementing appropriate sanctions in line with Schedule 3.

### **Sanctions for Breaches**

- The cost of removal of any materials posted in contravention of this policy, or of repair for damage caused will be billed to the responsible organisation. The Buildings Office will determine the cost of repair of the damage caused.
- Breaches by Clubs and Societies will be dealt with in accordance with sanctions as agreed at the University Societies Coordination Group and the Sport and Recreation Committee (details of which are in Schedule 3).
- Breaches by any other body (details of which are in Schedule 4) will be dealt with under the auspices of the Buildings Office.

**The University may review this policy from time to time.**

### **SCHEDULE 3**

#### **Sanctions for Breaches of this Policy by Clubs and Societies**

The sanctions in respect of Clubs and Societies shall be executed by the Sport and Recreation Union and the University Societies Coordination Group respectively, on foot of the appropriate Committee being informed by the Facilities Manager, Buildings Office of breaches of this policy by a Club or Society.

1. In the case of the first breach in any academic year, a warning will be issued to a Club or Society outlining the action which will be taken should a second or subsequent offence occur.
2. In the case of a second breach in any academic year (i.e. 1<sup>st</sup> September – 31<sup>st</sup> August), the use of advertising facilities will be withdrawn for a period of three weeks, the commencement of which will be at the discretion of the relevant Committee. A fine of €100 will also be payable, within one month of the sanction being issued by the Committee, from within the Club's or Society's own funds.
3. In the case of a third offence in any academic year, advertising, room booking and photocopying facilities will be withdrawn for a two month period following the breach, the commencement of which will be at the discretion of the relevant Committee. A fine of €300 will be also be payable, within one month of the sanction being issued by the Committee, from within the Clubs or Societies own funds.
4. In the case of a fourth offence in any academic year, recognition as a Club or Society will be withdrawn.

## **Societies Complaints Process**

The **objective** of this procedure is:

- a. To provide an opportunity for a member or a group of members of a Society to raise an individual or group grievance (other than a complaint of bullying or harassment by a student or staff member of the University) on matters relevant to activities in Societies. The procedure applies to all members of University Societies.
- b. To provide an opportunity for members of one Society to raise a grievance against another Society.
- c. The USCG may also investigate matters of concern relating to Societies failure to comply with policies and procedures or in breach of their own Constitution.

### **The scope of the procedure:**

If a complaint involves **bullying or harassment** by students or staff of the University other procedures apply. For information on what constitutes bullying and harassment and the procedures that apply, Society members should refer to the relevant Policies available at the Web addresses below:

Anti-bullying Policy: <http://www.nuigalway.ie/equality/documents/AntiBullyStudents.pdf>

Harassment or Sexual Harassment:

[http://www.nuigalway.ie/equality/documents/Harassment\\_SexualHarassmentPolicyProcedure.pdf](http://www.nuigalway.ie/equality/documents/Harassment_SexualHarassmentPolicyProcedure.pdf)

Note: NUI Galway is committed to equality of opportunity for all staff and students irrespective of sex, marital status, family status, sexual orientation, religious belief, age, disability, race, colour, nationality or ethnic or national origin, membership of the travelling community or perceived political belief or affiliation.

If the complaint relates to postering please refer to the University Postering Policy:

[http://www.nuigalway.ie/student\\_services/documents/postering\\_policyenglish.pdf](http://www.nuigalway.ie/student_services/documents/postering_policyenglish.pdf)

Where a member or members of a Society have a complaint which is not related to bullying, harassment or [posters] then they should follow the procedure set out below.

***Non-selection for a team/panel or participant in a competition is not admissible as a complaint.***

### **Complaints process: Informal**

Where possible a member or a group of members of a Society should try and resolve the problem first by raising the complaint with the other party/ies involved or with the Auditor of the Society. Documentation, advice and training on conflict resolution is available from the Societies Office. Advice can also be sought from the Societies office and the USCG as part of the informal process. Most complaints can get resolved at this stage without having to go through a formal process. If the complaint is not resolved by this, please follow the procedure below.

Concerned individuals may also approach the Societies Officer, who will arrange to meet parties involved, either together or separately, with the Chairperson of the USCG or their nominee and they (Societies officer and USCG Chairperson) may also invite another staff member to the meeting, if deemed relevant, to see if the issues can be resolved amicably before any further process is implemented. People involved are welcome to bring a friend or Union<sup>2</sup> representative to the meeting. In this meeting due regard will be paid to the sensitivity of the information discussed.

---

<sup>2</sup> The representative is from the Students' Union in the case of a student and from a recognised Trade Union in the case of a staff member.

**In cases where** the USCG wishes to investigate matters of concern relating to Societies failure to comply with policies and procedures or in breach of their own Constitution or any other issues as deemed relevant by the USCG. The alleged offending society/individual will be invited to attend a preliminary USCG meeting or an investigation committee selected for the purpose, with at least two weeks' notice. The preliminary meeting may resolve the matter at that stage or make a decision to proceed to a formal process. Failure to attend the meeting without an acceptable apology may be deemed as a refusal to participate in the investigation process and a formal investigation will commence in the Societies/individual members absence.

## **Complaints process: Formal**

### **General Principles**

Complaints will be dealt with under the following guiding principles:

- A full written account of the complaint must be submitted.
- Those being complained against will receive a copy of the complaint and will have the right to reply.
- The complainant has a right to be accompanied by friend or Union<sup>3</sup> representative to any meetings regarding the complaint.
- An individual who is the subject of a complaint is entitled to be accompanied by a friend or Union<sup>1</sup> representative to any meetings regarding the complaint.
- If the complaint relates to an individual Society member or Society Committee member, it will normally be dealt with by the Committee of the Society with an appeal to the University Societies Coordination Group (USCG) being possible.
- If the complaint is relating to actions or decisions of the Committee of the Society, it will normally be dealt with by USCG with an appeal to the Vice president for Student Experience being possible.
- Any individual who is the subject of a complaint cannot be a member of the Investigating Committee.
- In the event of a conflict of interest or prior involvement by an individual in a complaint, they may not participate as a member of the Investigating Committee.

## **Complaints Process:**

**Where the complaint is in respect of an individual or individuals in the Society, then the member or members should make the complaint in writing to the Society Committee.** The written complaint should be addressed to the Society Secretary.

**Where the complaint is in respect of decisions or policies of the Society Committee, then the member or members should make the complaint in writing to the USCG.** The written complaint should be addressed to the Secretary of the USCG and a copy sent to the Society Secretary. The complaint should be as complete and specific as possible. It should contain a full description of the complaint, the names of person or persons against whom the complaint is being made, the dates, times and locations of incidents where this is relevant, the names of any witnesses, the detail and dates of any attempts at resolution.

---

<sup>3</sup> The representative is from the Students' Union in the case of a student and from a recognised Trade Union in the case of a staff member.

The person or persons against whom the complaint is made will receive a copy of the complaint and they will have a right of reply.

Where the matter is to be dealt with by the Society Committee, an Investigating Committee consisting of the Society Auditor, Society Secretary, two other members of the Society Committee and the constituent representative of USCG will be formed to investigate and rule on the complaint. The constituent representative of USCG will act as chairperson of the Investigating Committee. If the constituent representative of USCG is a member of the committee of the Society, then another student representative from USCG must be elected.

Where the matter is referred to the University Societies Coordination Group it will be dealt with by an Investigating Committee consisting of the Chairperson of the University Societies Coordination Group (who shall act as chair of the committee) the Societies Officer, a staff member, the Societies Chairperson and a student member of the University Societies Coordination Group (who shall act as secretary of the committee) and who is not connected to the Society.

The Investigating Committee will meet formally with the Complainant/s and the person or persons against whom the complaint is being made. The Investigating Committee will interview the Complainant/s, the person/s against whom the complaint is being made and any witnesses that are willing to come forward. All parties may be accompanied by a friend or Union representative at meetings.

The Investigating Committee will deliver its findings to both the Society and USCG in writing within one month of the submission of the complaint. Where it is not possible to meet this target, the complainant will be informed and the Secretary of the Investigating Committee will contact the complainant on a regular basis to advise when the matter might be completed.

The Secretary of the Investigating Committee will communicate its findings to the parties involved. The findings may either uphold or reject the complaint in part or in full, and may impose sanctions where appropriate which might include:

#### Society Sanctions:

- A Warning as to future conduct.
- Suspension from active membership from the Society.
- Disbarment from active membership from the Society.
- Invocation of the University Disciplinary procedure

#### USCG Sanctions:

- A Warning as to future conduct.
- Suspension of an individual(s) from active membership from any/all Societies.
- Disbarment from active membership from any/all Societies.
- Invocation of the University Disciplinary procedure<sup>4</sup>
- Disbandment of the Society<sup>3</sup>

---

<sup>42</sup> Invoking a University Disciplinary Procedure.....<sup>3</sup> The Disbanding of a Society can only be enacted by the USCG, an AGM of the Society or inactivity for two years or failure to comply with current requirements for retaining recognition.

The Secretary of the Investigating Committee will ensure that all the documentary material and notes associated with the consideration of the complaint are safely retained until such time as the complainant(s) and the person(s) who are the subject of the complaint are no longer members of the Society.

## Appeals

If the Complainant/s or the person/s against whom the complaint is being made is/are dissatisfied with the determination of the Society Committee, they may appeal to the University Societies Coordination Group. This appeal must be made in writing to the Secretary of University Societies Coordination Group, NUI Galway.

In the case of a complaint investigated in the first instance by the University Societies Coordination Group, an appeal may be lodged with the Vice President of Student experience, NUI Galway. The appeal must be submitted within 10 working days of the issue of the findings of the Investigating Committee. An appeal should detail the grounds on which the appeal is being sought, i.e. why the party/ies is/are dissatisfied with the determination of the Investigating Committee.

If the Appeal is to the University Societies Coordination Group the USCG will appoint an Appeal Committee of four persons comprising the Chairperson of the University Societies Coordination Group, the Societies Officer, a staff member and a student member of the University Societies Coordination Group who is not connected to the Society, to consider the appeal and make a finding in relation to it.

If the appeal is to the Vice President of Student Services, an Appeal Committee consisting of the Vice President of Student Experience and three others who have not had any previous involvement in the case.

The Appeal Committee will determine whether there are grounds for appeal and in the event that it deems that there are grounds for appeal will be entitled to receive from the Investigating Committee a copy of all documentation and findings, and may interview the Complainant and the person/persons against whom the complaint is made together with any witnesses they deem appropriate. All parties may be accompanied by a friend or Union representative at meetings.

The Appeal Committee will review all documentation associated with the complaint and issue its findings. The findings may either uphold or reject the appeal in part or in full and may impose sanctions where appropriate which might include:

- A Warning as to future conduct.
- Suspension from active membership.
- Disbarment from active membership
- Invocation of the University Disciplinary procedure
- Disbandment of a Society

The Appeal Committee will deliver its findings within two months of the submission of the appeal. Where it is not possible to meet this target, the appellant will be informed and the Secretary of the Appeal Committee will contact the appellant on a regular basis to advise when the matter might be completed.

The findings of the Appeal Committee will be final.

The Secretary of the Appeal Committee will ensure that all the documentary material and notes associated with the consideration of the complaint are safely retained until such time as the complainant(s) and the person(s) who are the subject of the complaint are no longer members of the Society.



# Societies with Affiliation to external Groups

Approved at a USCG Meeting 27th June 2017

## **AFFILIATIONS:**

All Societies must disclose all external associations. Academic Societies by definition are to be affiliated to Academic Departments. For Societies in the following constituencies 'Social Action and Political' and 'Volunteering and Religious' there is requirement for affiliation with a recognised external body, the external body's ethos must be in keeping with the policies and procedures of the Universities, and a letter of approval from the external body will also be required. For Societies using the name of an external body, a letter of approval from the external Body confirming their right to use the name will be required. Societies are granted recognition only as NUI Galway Societies.

Affiliation of any kind to an external organisation is secondary to this. Societies are answerable to NUI Galway and subject to the policies, procedures, regulations and the code of conduct of the University. Individual students are entitled to be members of any external organisation they choose but this cannot be part of or a condition of being a member of an NUI Galway Society.

There must be a clear distinction between the NUI Galway Society and any external body. Support is welcome from outside bodies and is to be encouraged and a Society which has affiliations to an external group should not behave in a way which would bring such a body into disrepute but the day to day workings of the Society in NUI Galway and the Students involved are subject first and foremost to all NUI Galway policies, procedures, regulations and rules.

## **Societies day:**

Please note Societies (in particular political) or those with external affiliations that sign up members using the toolbox method and/or swipe card method, must only be signing up members to be a member of an NUI Galway Society.

If Societies wish to sign students up to an external organisation, this must be made clear to the potential members and they must sign a separate membership sheet. Not all Society members need to choose to do this, they may choose to just join the NUI Galway Society. Only members choosing to become a member of the external organisation and who have paid any subscriptions to the external organisation are to have their details given to the external organisation.

## **Disaffiliation from an External Organisation**

An external organisation who believes that an NUI Galway Society no longer represents their aims or brings the organisation into dispute and can clearly establish same to the satisfaction of the USCG has the right to withdraw the use of its name from a particular Society. This Society so disaffiliated, if adhering to all University codes and rules, may seek to establish itself with a new name subject to approval of the USCG.

A new potential student led committee may then apply to re-establish a Society with affiliation to the original organisation, this must happen within the academic year and must be done with approval of the USCG. Both groups must have a minimum of 100 members to be considered for

approval, the status of the approval is at the discretion of the USCG. The two Societies, the one who has changed their name and the one who is affiliated to the external organisation in question Societies will then be reviewed at the end of the first year. A society may disaffiliate from an organisation but if so must cease to use their brand in its title.

### **Maintaining Good relationships with former members and outside groups**

These guidelines are an attempt to maintain good, productive relationships between societies and outside groups or alumni for the betterment of the societies and their member's relevant current and future interests both within and without the societies scope.

- Joint co-operation with former members should only be on the societies terms and in line with all university policy.
- societies are not responsible for actions of the outside group even if members of the society are members of outside group.
- A society may circulate information of interest and relevance to its members, which originates from an outside group and may enhance the members experience/learning and general personal development
- Societies should be encouraged to work with alumni office for the purpose of events such as reunions and feel free to maintain their own alumni database
- The use of outside knowledge and resources should be encouraged through classes and workshops etc on a basis with or without remuneration.
- Outside groups should be encouraged to offer their services in this fashion
- Priority for University facilities and resources should be given to societies.
- Funding and grants for society trips etc are only available for current students and staff of the university as per society constitutions. Alumni and members of outside groups may only attend with explicit approval of the society committee and must pay themselves.

***See non students/staff on committees and sub committee policies for more details.***

# Recognition of a society

A society must complete the following 5 steps to retain recognition as a society

Complete an end of year report

Complete treasurer's report and balance books and receipt for spending

Have a tables on Socs Day

Elect at least 4 committee members by September 30th

Upload details of your committee in full to the societies website.

*Full details in the Societies handbook 17*

## **Demotion to provisional Status.**

Societies must achieve a signup of 100 members by 7pm on Societies Day.

A society must indicate that they have generated sufficient interest among the student body and have made every effort on Societies Day to sign up members. It is advised to use a laptop, in the event of any paper sign-up sheets being used only the official signup sheets

available from the Socsbox may be used. These sheets must be photocopied by 7pm on societies day and a copy left at the Socsbox for verification purposes. The society then have until 3pm on next Friday (45 hours) to upload their members to the website. Registered membership will be taken at 7pm on Societies Day and only societies with the official signup sheets will have their numbers so increased by a maximum of the number on the deposited sign-up sheets.

Note: Registered students who are already your members will continue to be your members, existing societies therefore only have to maintain 100 members not gain an additional 100 new members.

Societies so demoted will have the first semester to increase their membership and apply to reinstate their full recognition after societies day 2 in January. If a society fails during both terms to achieve 100 members it will be deemed inactive at the end of the year.

All new Societies or provisional Societies seeking full recognition must have achieved 100 members on Societies Day.

All new societies in January must achieve 50 signups on Societies Day 2, there is no minimum requirement for other societies on Societies Day 2.

## **Retaining Funding**

To Retain funding at least 2 committee members must between them attend at least 3 sessions at societies training week.

Approved at a USCG Meeting Sept 5th 2014

# Society Constitutions

## Rules for adopting the new constitution template

### *Rules for adopting the new constitution template*

1. All new societies and provisional societies would adopt the new template in September 2014.
2. All societies who have updated or made a request to update their constitution in the last 2 years will move to the new template by end of semester one..
3. All societies who do not have a constitution or are working from the existing template will move to the new template by end of semester one.
4. The working group will then work with societies with other constitutions with a view to all societies adopting the format of the new template, by May 2015. There is scope for additional articles and variation in the detail but the layout should be the same. These will be dealt with on a case by case basis; all standing orders will also need to be looked at. All societies will be required to have their constitutions in their file vault with a link on their profile page. Societies will be requested to ensure this is the case in September 2014, this will facilitate the working group ascertaining into which categories the societies fall.

**Download the word version of the constitution form the link on**

**[www.socs.nuigalway.ie](http://www.socs.nuigalway.ie), once your new constitution is approved by the USCG, upload it to your file vault as a PDF and put it link to it on your profile page on [www.socs.nuigalway.ie](http://www.socs.nuigalway.ie) An Irish language version is available also.**

A gender neutral template was introduced in June 2017 and societies with existing approved constitutions a society may choose to adopt this template without USCG

approval or an AGM if they make no other changes other than references to gender. All other changes require approval as outlined above. All new societies will use this template.

## Forming a new Society

The basic requirement for recognition as a Society is a commitment to activity that contributes to the community life of the students of the University. It is expected also that the proposed activity will enhance the reputation of the University and that the role of the proposed Society is not carried out by an existing Society. The society must be non-discriminatory and in keeping with the ethos of the University policy on equality in student life. (Equal opportunities Policy)

In the case of a proposed Society, the application is firstly submitted to the University Societies Coordination Group. The Committee then makes a formal recommendation of acceptance or rejection of the application to the VP for Student Experience. The decision is conveyed to the applicant by Riona Hughes, Societies Officer, Student Services, Áras na Mac Léinn.

A maximum grant of €500 is available for provisional societies for their first year, which is allocated according to the schedule of allowances. An application for recognition usually takes about two months to process.

Provisional societies you will get webspace on [www.socs.nuigalway.ie](http://www.socs.nuigalway.ie) and may also have a table on societies day and avail of all society office facilities and equipment.

Full details on [www.socs.nuigalway.ie](http://www.socs.nuigalway.ie) and the

## Child Protection

### **NUI GALWAY SOCIETIES**

#### **CHILD AND VULNERABLE ADULT PROTECTION INFORMATION**

*(THIS FORM CAN BE DOWNLOADED IN THE FEATURE ON SAFETY IN THE SOCIETY DASH BOARD)*

**Aim:**

Societies engage with children and people with physical and intellectual disabilities through a range of successful events, projects and activities. This document seeks to guide activities that involve children and vulnerable adults on best practice to protect participants and NUI Galway societies.

## **Definitions:**

Children – in Irish law anyone under the age of 18 is deemed to be a child and cannot be left unsupervised.

Adult – over 18 and parental permission is not needed.

Vulnerable Adult – a person with a physical or intellectual disability.

For the purposes of this document Children and Vulnerable Adults will be referred to as Participants.

Volunteers – NUI Galway students, society members.

## **Information:**

The following helps to guide society's activities and ensure the safety of all involved:

- Volunteer Behaviour Checklist
- Society Agreement
- Society Application Form for Children and Vulnerable Adult Events

Additional Supporting Material:

- NUI Galway Child Protection Policy – covers the policy and procedure for NUI Galway students and staff engaging with children on campus
- ALIVE Child Protection Policy – covers the policy and procedure for NUI Galway students and staff engaging with children off campus.

## **Volunteer Behaviour Checklist**

1. Do not be alone with a participant
2. Do not bring a participant to the bathroom alone

3. Be mindful of the impression you can make – do not swear or smoke in their presence
4. Do not offer lifts or your mobile number to a participant
5. Do not become Friends on Facebook with a participant – maintain boundary
6. Do not actively question a participant about their lives, family or school
7. Do listen to participants - provide a welcoming comfortable space for them to talk.
8. Know what to do if a participant discloses something to you that you are uncomfortable with.
9. Remember volunteers are not a Parent, Best Friend or Counsellor to a participant.
10. You are a role model, a guide, a source of encouragement and support, a resource offering knowledge, but not advice.
11. Remember that participants might struggle with self confidence, uncertainty, social anxiety – be positive in everything you do, do not criticise, ridicule, or make fun of a participant.
12. Be aware of your actions – they may mirror you if you exhibit frustration, impatience or disinterest.
13. Do not tell jokes of a sexual nature
14. Be sensitive to spending a great deal of time with any one participant.
15. Avoid physical contact with a participant
16. Never promise to keep a secret
17. Be sensitive to the risks involved in contact sports – for example rough play, aggressive tackling, domineering attitude to play are all unacceptable.
18. Use Common Sense
19. Touch is ok if in open, appropriate and instigated by the participant.
20. Never verbally or physically abuse or punish a participant.
21. Inform participants of the boundaries of the relationship reminding them that the relationship concludes at the end of the activity.
22. Be sensitive to building trust with participants

Further information including how to report a disclosure can be found in the NUI Galway Child Protection Policy.

### **Society Agreement**

Society Name: \_\_\_\_\_

Our society, is committed to Child Protection and in engaging with children and vulnerable adults, will endeavour to ensure the following for our Society, for our Volunteers and for our Participants.

**For Our Society:**

Society Members, Volunteers and Participants will be informed of the following:

1. **Health and Safety Policy** - Ensuring that participants and volunteers are familiar with the Safety Statement. A ratio of volunteers to participants and a first aid – policy.
2. **Insurance Statement** – For participants and volunteers.  
  
(NUI Galway student volunteers are covered by insurance – contact Lorraine in ALIVE for a copy).
3. **Child and Vulnerable Adult Protection Policy** – the procedure in case of an allegation, recording an incident, volunteer protection, parental permission forms and anti-bullying policy.
4. **Risk Assessment**
5. **Equipment Log** – if children are using equipment will they be trained and supervised?
6. **Accident Reporting Form** – if an incident with a child occurs a log must be taken to record the details.
7. **Anti-Bullying Policy**
8. **NUI Galway Child Protection Policy**

**For Our Volunteers:**

Volunteers (society members) are giving their time to a society event or activity where children or vulnerable adults will be present. Our Society will



ensure that we have the following information for each of our volunteers that will be in contact with participants.

1. **Volunteer Roles** – clearly defined roles, do you want to assign each volunteer an area like health and safety officer, etc.
2. **Volunteer Application Forms**– volunteers provide written contact details, date of birth – should be over 18, Student ID cards – will you have non-NUI Galway volunteers?
3. **Signed Affidavit by a Commissioner of Oaths** – because Garda Vetting takes so long volunteer signs a statement of a clear record in the presence of a Garda at Mill Street Garda Station. (Template Available from ALIVE.)
4. **Volunteer References** – volunteers provide written references or contact details for references.
5. **Volunteer Interview** – formal or informal
6. **Volunteer Training** – induction, child and vulnerable adult protection policies and procedures, health and safety briefing, what to expect, what to do in certain situations, who to go to when support is needed, what is appropriate/inappropriate behaviour (checklist included), how to use equipment, etc.
7. **Volunteer Supervision**– at all times, volunteers are not left alone with children or vulnerable adults. Volunteers should sign in and sign out. There should be a minimum of 4 volunteers per activity. If the activity

involves large numbers of participants ensure that there are enough volunteers – the younger the participants the more volunteers needed.

- 8. Volunteer Garda Vetting Forms** – for volunteers resident in Ireland.
- 9. Volunteer Police Check Forms** – for international volunteers.
- 10. Volunteer Support** – provide feedback opportunities and support for volunteers to ensure good communication.

### **For Our Participants:**

Participants that are children – under 18 – or vulnerable with a physical or intellectual disability are to be protected. Children First Guidelines apply.

We will ensure to communicate with participants the policies and procedures in place to ensure the safety of all – volunteers, participants and organisers.

- 1. Parental Permission** – Each participant must have parental consent to participate.
- 2. Supervised Bathroom breaks**– Anyone under 18 or a vulnerable person must be supervised by two volunteers when leaving an event or activity for a bathroom break. This is to ensure the safety of the child and the protection of volunteers from allegation.
- 3. Attendance and Leaving** – Participants who want to leave an event or activity may not leave without Parental permission.
- 4. Photo and Video Use** – written parental consent of participants is necessary to take photos, or videos.

**Society Application Form for Children and Vulnerable Adult Events**

1. Name of Society:
2. Your society must nominate a designated person for events/activities with Children. Contact Name for the designated person:
3. Contact Details for the designated person
  - Mobile:
  - Email:
4. Has the designated person attend Society training on Child Protection?  
This person should know what to do in case of an incident.
5. What is your proposed event/activity with Children (Please describe):
6. When is your activity taking place?
  - Date:
  - Time:
7. Where is your activity taking place?
  - On Campus
  - Off Campus (please provide location details and contact details) For example if you are going to be in a school please include the name of the school and contact person in the school.
8. How many children are participating – ie. how many will your society have contact with?
9. How many society members/volunteers will be in attendance (you must have a minimum of four, no person should be left alone with children):
10. Have you ensured the following for your volunteers?
  - All volunteers have been briefed on Child Protection
  - All volunteers have been interviewed, vetted, and signed an affidavit
11. Have you ensured the following for your participants?
  - Parental Consent Forms (if you have not secured parental consent has the school or organisation you are partnering with received parental permission)

**12. Photography and Video-** You may not take photos or videos of children or vulnerable people without parental consent in writing. Ensure the written consent includes how you will use images or files.

***NOTE: Garda Vetting is now a legal requirement for working with children and Vulnerable Adults, if in doubt about your society activity contact the Societies officer for clarification and information about Garda Vetting.***

# NUI Galway Societies Equipment Protocol

Equipment Policy updated june 2017

1. Equipment owned by the Society shall be used solely for the purposes of the Society in accordance with this constitution and shall be held and dealt with by those nominated by the Society accordingly
2. In the event that the Society is de-recognised the ownership of all equipment/inventory shall be transferred back to the Societies of NUI Galway. 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 USCG). In the alternative, it may be decided by the USCG to sell off all such assets and return all proceeds to the University Societies Central Fund as appropriate.
3. In the event of de-recognition, all officers of the Committee of the Society must ensure that all equipment is returned to the Societies Office without delay complete with keys for storage and location where necessary.
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 non-consumable assets and for keeping records of the maintenance, which shall be available to the Societies Office and USCG upon request. Details of all equipment must be included in the annual secretary's report and a full inventory must be taken at the start of each academic year while with all equipment over 50 euro to be asset tagged.
5. The Committee is responsible with the welfare, transfer and maintenance of all such equipment.
6. The committee is responsible for filling in a lost/stolen incident form and submit it to the USCG if equipment is damaged, lost or stolen.
7. Societies should speak to the society's office in the first instance for advice on maintenance and upkeep of equipment.

8. A society should appoint an equipment officer on the existing committee if no already appointed.
9. A society should get a minimum of 3 quotes for equipment over 200 euro.
10. The USCG shall be the arbitrators of all aspects of the Societies Equipment Policy.

## Non-Students and Non-Staff on Committees

### Adopted USCG meeting June 2017

1. The USCG shall be the arbitrators of all aspects of this Policy.
2. Only registered students and staff[i] can run for Society Committee Positions.
3. Any current student who knowingly will not be a registered student in the following academic year cannot run for a position on next year's Committee at the AGM.
4. Non-students and non-staff members cannot run for Society Committee Positions in any circumstances.
5. 1. A person, who holds a committee position, will be obliged to notify the USCG if:
  - (a) They have dropped out of their academic course prior to commencement.
  - (b) They are no longer a registered NUI Galway student.
  - (c) They have applied for a postgraduate course but their application has been unsuccessful.
  - (d) They are no longer a staff member, as defined by the HR office, of NUI Galway.
2. In those circumstances outlined in 5.1, if the person wishes to remain as part of the committee, they must:
  - (i) Seek and obtain approval from the USCG[ii].
  - (ii) Obtain a Letter from the Committee stating that the Society wants the individual to continue in their role, and that a Committee vote has taken place approving their continuance.
3. The provision outlined in 5.2 is only applicable in circumstances where the individual occupies a non-core committee position that does not entail any of the following responsibility areas: financial responsibilities (of any nature), safety and wellbeing, and data protection unless specified by the USCG. In the instance of point 3 this can only apply for 1 year.

## Consultant Roles:

For large events such as conventions and conferences where very specific skills are required the outgoing committee shall list the roles necessary to run a successful event and pass on details of any persons with specialised skills. An election shall be held as part of the AGM where all sub-committee positions shall attempt to be filled by current members who shall be students/staff of NUI Galway in the following year. In the event that key specific skilled roles cannot be filled in this way the incoming committee can coopt external consultants for the following year. If such roles could be filled by incoming first years an EGM shall be held in September to do so. If at this stage the key skilled roles are not filled consultants can be coopted in the manner outlined above. NB: Inform the Societies Office of such consultant appointments who shall inform the USCG. Consultants will work with the committee on the terms agreed by the committee, ie they may attend meetings and vote, they may be in an advisory/mentoring role and attend and help at the convention, they may provide a service ie teacher, designer, performer, specific expertise. They shall at a minimum receive a free ticket to the event and other benefit shall be agreed at the start of the relationship subject to the approval of the USCG.

***NB Consultants may not fill a chair role or deal with any finance or health and safety.***

***In the event of teachers where there is physical activity and potential health and safety issues they must demonstrate they have acceptable qualifications and experience and that the activity is covered by university/their own insurance.***

## Sub Committee policy

Sub-committees refer to a sub-section of a society committee who have been created to carry out a specific task or role. These consist of members of the original committee and/or society members.

1.1 Only registered students/staff of NUI Galway are eligible to be put forward for election onto the sub-committee as per the non-Students on committee policy.

2.2 The sub-committee is created to carry out a defined task, the committee will determine their own terms of reference and will cease to be a committee upon completion of their task\*.

2.2.1 The names of all sub-committees & committee members will be available on the Societies website.

3.3 The sub-committee must liaise with an elected rep from the original society committee with at least monthly meetings to review work carried out to date.

4.4 Non-students and non-staff are prohibited from running for any position on the sub-committee.

5.5 Any and all financial decisions must be made in correspondence with the treasurer of the original society committee.

6.6 The USCG shall be the arbiters of all aspects of this Policy.

*See Non Student and non Staff on Committees policy.*

# UNIVERSITY INSURANCE

The Buildings Office is responsible for the administration of insurance at an operational level within NUI Galway. Details at this link <https://www.nuigalway.ie/internal-audit/insurance/>

If you are carrying out an activity off campus which requires the university to provide indemnity you will find a general letter at this link:

<https://staff.intranet.nuigalway.ie/buildings/SitePages/Home.aspx> for all the details listed below

Should you have a question regarding insurance or if you require certificates of insurance or letters of indemnity specifically stating the name of the establishment seeking the letter please email [insurance@nuigalway.ie](mailto:insurance@nuigalway.ie) or contact ext 2134, CC [socsofficer@socs.nuigalway.ie](mailto:socsofficer@socs.nuigalway.ie) on all such queries. If in doubt consult with the Societies officer.

If you are inviting guest on to campus, you may be required to ask them for a letter of indemnity from their institution.

Society travel: Clarity is currently being sought with the University insurers on a number of society related insurance issues, please refer to the help section in your dashboard as new information becomes available. For now make sure everyone who is travelling abroad purchases travel insurance.



# Fundraising at NUI Galway

## Students/Staff seeking to fundraise for a charity?

Whether you have an idea or an event this is your guide to successful approved fundraising on campus. This resource has been developed to support genuine charitable fundraising events at NUI Galway. You must follow the enclosed process to receive the NUI Galway Fundraising Permission Approval Document.

NUI Galway Fundraising Principles

Examples of Fundraising at NUI Galway

How to Fundraise at NUI Galway

Hints and Tips for Fundraising at NUI Galway

Event Management Guidelines

Implementation and Review of this Document

Community Organisations

Fundraising in Galway City

Links on Fundraising in Ireland

NUI Galway Fundraising Principles

## **Fundraising Proceeds must go to a charitable organisation**

There can be no personal profits from fundraising collections, and *all* proceeds must go directly to the charity. If the collection is for a personal volunteering effort (e.g. volunteers going to work in an orphanage, etc.) then the money collected cannot be used to pay for individuals' flights, accommodation etc., as this would indirectly count as personal use of the proceeds. Documentation proving such expenditure has already been covered will be required before permission is issued.

You will have to cover administration and materials cost itself *prior* to the collection.

NUI Galway societies have charitable status?

## **Fundraising Methods must instil confidence**

The fundraising method: Sealed Bucket Collection for personal cash donations, Online donation using credit/laser cards, text message donations. Movember – example: Collection sheet that people sign

## **Fundraising may occur at an Event/Activity**

The definition of an event is an engaging activity for students and staff.

For example:

- Coffee mornings, concerts, etc.

## **Fundraisers may occur at a static location**

The definition of a static location is a set approved location. Fundraisers may not move around with collection buckets or approach people asking them to donate. Fundraisers may stay at their designated static location and be approached by people to donate.

The static location must visually display information about the fundraiser and charity.

For example:

- Book a table to fundraise, sell tickets, hold a cake sale in a Building foyer or room in a Building.
- Book a room for an event or activity for your fundraiser.
- There will be a maximum number of flag days per year and there will be a deadline for application. A group will meet to review and decide on the applications.

## **Fundraisers and campaigns must be student led**

At least one NUI Galway student must be the instigator and contact for the fundraiser or campaign.

## **Examples of Fundraising at NUI Galway**

NUI Galway students and staff often engage in fundraising activities to build awareness and funds. This document aims to support this activity by providing information.

## **NUI Galway Societies**

Members of societies, including staff and students, who wish to undertake a fundraising activity for their activities or on behalf of charities are welcome to do so.

Examples:

- Biz Soc, Law Soc and Ents Soc held a “Suit Up Day” and all the funds went to the Alan Kerins African Projects.

Contact Riona Hughes at [socsofficer@socs.nuigalway.ie](mailto:socsofficer@socs.nuigalway.ie) or the Socs Box at [socsbox@socs.nuigalway.ie](mailto:socsbox@socs.nuigalway.ie) which is located in the foyer of Aras na Mac Leinn

## **NUI Galway Clubs**

Members of clubs often fundraise for their activities, new equipment etc.

Examples:

- Sub Aqua club held a table quiz to fundraise for equipment

Contact Kathy Hynes at: [kathy.hynes@nuigalway.ie](mailto:kathy.hynes@nuigalway.ie) or Ellen Kelly at: [ellen.kelly@nuigalway.ie](mailto:ellen.kelly@nuigalway.ie)

## **Chaplaincy**

Students volunteer with the Chaplaincy to go overseas with a Sending organisation.

Examples:

- Habitat for Humanity
- SERVE

Contact Fr. Ben or Fr. Donal at: [chaplains@nuigalway.ie](mailto:chaplains@nuigalway.ie)

## **Academic Units**

If your fundraiser is related to your academic unit please liaise directly with your department.

For Example:

- Nursing students for their 3<sup>rd</sup> year module spend a semester in Africa. They liaise directly with their academic unit to coordinate fundraising efforts.
- It might also be helpful to contact your Class Rep and let them know your plan.

Contact: Your academic coordinator.

## **Students Union**

The SU choose a number of charities each year for which to fundraise. In addition they support occasional fundraising initiatives.

For example:

- Enable Ireland – Fly a Flag in the Quad Day
- Movember – for the Action Prostate Cancer Programme of the Irish Cancer Society
- “College Week” – choose a number of charities each year
- Shop and Catering Outlets – collection boxes

Contact Joanna Brophy in the SU at: [Joanna.Brophy@nuigalway.ie](mailto:Joanna.Brophy@nuigalway.ie)

## **ALIVE Community Volunteers**

Student volunteers with community organisations in fundraising roles. Students sometimes seek to organise a fundraiser for a community organisation or in partnership with the organisation.

For example:

- The Hope Foundation – Sign the Everest Flag

Contact Lorraine Tansey at: [lorraine.tansey@nuigalway.ie](mailto:lorraine.tansey@nuigalway.ie) or call into the ALIVE office in the Hub, Aras na Mac Leinn

## **NUI Galway Students Fundraising**

Students independently seek to fundraise for charities. Should these students contact the Buildings office directly?

For example:

- Daffodil Day

## **NUI Galway Staff Fundraising**

For example:

- United Charities Fund

Staff at NUI Galway can voluntarily contribute through their wage packet to the United Charities Fund. Each year the committee decide and distribute the funding to local and international charities.

- Haitian Appeal 2010

## **How to Fundraise at NUI Galway**

Fundraising is an important activity and is supported by NUI Galway.

### **Step 1: Approach the relevant office to express an interest in conducting a fundraiser on campus:**

Society – Socs Box, Aras na Mac Leinn

Clubs – Kathy Hynes and Ellen, Sports Centre

Class Reps, College Week – Students Union - Contact Joanna, Aras na Mac Leinn

Chaplaincy – Chaplains, St. Declan's, Distillery Road

Related to your academic course – lecturer, or course coordinator

All other activities – ALIVE, Lorraine Tansey, the Hub, Aras na Mac Leinn

### **Step 2: The relevant office will give you an “NUI Galway Fundraising Application Form” please complete and return to the relevant office.**

### **Step 3: The Application will be reviewed and you will be notified of the outcome. There are three possible outcomes: acceptance, refusal or the Application may need some amendments.**

#### **Accepted –**

Have your fundraiser as per your Application. Report back on your fundraising total. All totals throughout the year will be collected for NUI Galway's total.

#### **Refusal –**

Feedback will be given on and suggestions for possible amendments. Re – Submit your Application. Activities that will not be endorsed and accepted include: Commercial activities, fundraising for private means, etc.

#### **Amendments –**

You can accept and make the amendments. If you do not accept the amendments then your Application could be refused.

Decision Process: The following relevant group will review the Application.

- All Applications when using a public space on campus will be submitted to the Buildings Office for approval.
- Events in the College Bar can be booked in the Bar.
- Events in rooms on campus are booked through the Buildings Office.
- Events in the Chapel can be booked through the Chaplaincy.
- Events in Aras na Mac Leinn with the exception of the Bailey Allen Hall and the foyer are booked through the Socs Box.

## **Hints and Tips for Fundraising at NUI Galway**

Overall be creative! New and interesting fundraising activities capture peoples' imaginations.

### **Location, Location, Location**

Ask the catering companies management staff on campus if you can place a collection bucket at their tills for a period of time – remember to put your contact details on the back of the sealed bucket so that the catering company can contact you if the bucket is ready for collection!

- Contact details for Catering companies:
- Locations: Friars, An Bhiann, Moffets, Staff Club, DERI café, CSI Café, Café on line, etc.
- Please note that all SU managed locations i.e the College Bar, Smokey's Cafe, The Students' Union Shop and The Wall Café will only allow collection buckets for their specifically chosen charities

The Hub, Aras na Mac Leinn is a great location to have an event.

Great locations on campus to fundraise approved by the Buildings office subject to the type of activity include: Aras na Mac Leinn foyer, College Green, Orbsen Foyer.

***The Buildings Office form a significant part of the review process. There are numerous***

***logistical considerations for the Buildings Office in these instances. The date and time of an event, how it might impact on other activities taking place in nearby venues (lectures, other events, exam sick bays etc) maintenance work planned, whether catering is involved, the safe capacity of a venue, insurance liability, what furniture and equipment are required, the proposed set up, security concerns, building regulations and fire safety regulations are all regularly referenced when the Buildings Office grant or refuse current proposals.***

## **Timing**

We recommend that you consider the academic year and the point in the calendar when planning your activity/event/idea

- Check the SU Diary for thematic weeks e.g Equality Week and maybe think about joining forces
- Check out NUI Galway Societies “What’s Happening Guide”  
[http://www.socs.nuigalway.ie/whats\\_happening\\_guide/](http://www.socs.nuigalway.ie/whats_happening_guide/)

## **Example Methods of Fundraising**

- Cake sale
- Table quiz
- Bring and Buy sales
- Selling cards, pins etc.
- Sponsored silence

## **Communicating Your Event**

- The Staff Intranet
- Press Release to the Press office at NUI Galway
- Sin
- Flirt FM
- The SU weekly email
- Blackboard is a great way to get the word out.
- Tell your Class Rep-they can email everyone in your class to inform them of your event/activity/idea
- Local papers: Galway Advertiser, Galway Independent, Connacht Tribune, and Connacht Sentinel

Be creative! The list of possibilities is endless!!

## **NUI Galway Student Guidelines for Event Management**

Please see attached Guide to Event Management PDF attached – Produced by the Buildings Office, NUI Galway.

## **Policies**

Have you read the following NUI Galway policies? Make sure your fundraising event is in line with:

- Student Code of Conduct
- Alcohol Policy
- Equality of Opportunity Policy
- Anti-Bullying Policy, Harassment and Sexual Harassment Policy
- Postering Policy

Access these policies online at:

[http://www.nuigalway.ie/student\\_services/policies\\_procedures.html](http://www.nuigalway.ie/student_services/policies_procedures.html)

## **Postering about your Fundraiser**

In agreement with the Postering Policy all Fundraising events must have an official NUI Galway logo on their poster. For example – the name of your society, the ALIVE logo, the name of the school/college, the NUI Galway logo, are all acceptable. Once your event has been given permission to run, you have permission to use the logo.

## **Alcohol and your Fundraiser**

In agreement with the Alcohol Policy, Fundraising events in partnership with external companies may not be advertised on campus. For example, a fundraising event in a nightclub may be advertised, but the logo of the nightclub may not be used.

## **Implementation and Review of this Document**

This information should be made available to students through schools and support services across the campus. This document will be reviewed annually.

## **Community Organisations**

Community Organisations are welcome to fundraise on campus through the channels outlined in this document. If you represent an organisation please contact the appropriate person.

## **Fundraising in Galway City**



If you are fundraising outside of the campus grounds you must apply for a Garda Permit. Please see the attached SC1 form which must be filled in and handed into your local Garda station

If you wish to hold a public charity collection, e.g. a high-street collection, you will need a permit from the Gardai. *The following are general guidelines only: check with your local Garda station for specific relevant information.*

In general, for each region, only *one permit* per annum will be issued to any one charity for each of the following types of event

One high-street collection, for one day;

One house-to-house collection ( e.g. sponsored fast, etc.) over a *two week* period;

One church gate collection for *one day*;

Simultaneous permits may be issued for seasonal events e.g. Christmas Carol Singing.

A form (SC-1), available from the relevant Garda station, will have to be filled out and returned with an official letter from the relevant charity stating the following:

-That your society has permission from the charity to collect in their name;

-That all proceeds will be returned directly to the charity;

-What the money will be used for.

## **Bag Packing**

If you are interested in organising bag packing you must contact the manager of the store directly. Please be aware that it can be very competitive and you may have some difficulties getting the store you want when you want. Places are often booked up to a year in advance.

Some things to think about:

- You need to be very organised
- Be aware you might need to recruit a lot of volunteers.
- Do not expect your volunteers to do it for the day- 2 hours is enough!
- You need to think carefully about location e.g if you chose a large store can you manage it in terms of the number of volunteers you have
- Have collection buckets and t-shirts
- Have a plan to manage the number of buckets you have, storing, transporting and counting the money. You don't want buckets to go missing!

## **Links on Fundraising in Ireland**

### **Fundraising Ireland**

<http://www.fundraisingireland.ie>

Established in 2007, Fundraising Ireland is the association for professional fundraisers in Ireland. We seek to foster excellence in fundraising and to promote high ethical standards for the fundraising profession in Ireland.

<http://www.fundraisingireland.ie/resources/links/>

### **The Wheel**

<http://www.wheel.ie>

The Wheel is a support and representative body connecting community and voluntary organisations and charities across Ireland.

### **Carmichael Centre**

<http://www.carmichaelcentre.ie/training-program>

Carmichael Centre is committed to building stronger charitable, community and voluntary groups nationwide by providing the shared services, targeted training, good practice and governance support they need to build effective and sustainable organisations.

### **Mycharity.ie**

<http://www.mycharity.ie/>

mycharity.ie is dedicated to providing services to charities and fundraisers alike to make it as easy, simple and safe as possible to raise money for charity. Through our website we offer charities an online presence and the ability to take donations direct from the public online. In addition we offer charities the ability for their fundraisers to create their own unique fundraising page for any event, and to raise money for charity in a way that is easy, safe and very secure.

### **Charities Regulator Authority**

<http://www.charitytaxreform.com/files/Donor%20Queries.pdf>

When it is established, the Charities Regulatory Authority will assume the primary responsibility for regulating charities in Ireland and fundraising activity. Fundraising by charities in Ireland is to be regulated according to a voluntary scheme to develop and implement Codes of Good Practice on the operational and administrative aspects of fundraising by charities. The scheme was agreed between the community and voluntary sector and the Minister for Community, Rural and Gaeltacht Affairs in 2008. *A Statement of*

*Guiding Principles* to govern fundraising was also developed and was published in the report which is available to download here:

### Useful Links

- Department of Community, Rural & Gaeltacht Affairs, Charities Regulation
- Charities Act 2009
- Street and House to House Collections Act 1962
- Gaming and Lotteries Act 1956
- Data Protection Act 1988 and Data Protection (Amendment) Act 2003
- Irish Fundraising Forum for Direct Recruitment
- Dóchas' Code of Conduct on Images and Messages
- Dóchas' Irish Development NGOs Code of Corporate Governance
- Institute of Fundraising (UK) Codes of Conduct
- SORP

### Irish Charities Tax Reform Group (ICTRG)

<http://www.ictr.ie>

Irish Charities Tax Reform Group (ICTRG) is a membership organisation of charities, focused on creating a policy climate in which philanthropy can thrive - through a combination of taxation and regulatory reform.

# **LARGE EVENT ORGANISERS NB INFO + CODE**

See below terms and conditions and code of practice for attendees at society balls as approved at the last USCG meeting. Make sure these are printed at the back of all tickets and are clearly displayed at time of ticket purchase, By purchasing a ticket the student is agreeing to these rules for themselves and their guest. This must be clearly pointed out at time of purchase.

We have software to allow you to have a mobile till/ tills at your selling point which you access via your finance site. When you are putting your tickets on sale in the socsbox

request on line sales. This will collect data of all tickets purchased by scanning the students ID and adding in guest details. This allows you to tally all your sales and lodge your money correctly. It will create a data base of everyone attending as we currently do at the socsbox and is linked to your finance system. The same system can then be used on the night of the event, this part can be stand alone and will not need to be on line. All attendees will need their ID which will be scanned and will display their details, their guest and ticket numbers. So if you are organising a ball make sure you are clear on all these new procedures. You can also choose to generate a list of all your attendees and also create lost tickets.

**NOTE The new on line tills sales will be available shortly**

You can Download the code in a feature in your control panel

### **Code of conduct at NUI Galway Society Balls for student attendees and their guests**

- Full ticket holders must be there by the reception at 7:30pm.  
(adjust this according to your ball plans)
- Afters ticket holders must be there by 10pm. (adjust this according to your ball plans)
- There will be strictly no admittance 20 minutes after above times.
- Management reserve the right to refuse admission.
- Anyone attempting to consume alcohol not purchased on the premise will be asked to leave.
- Alcohol may not be brought into the premises you will be asked to open bags etc.
- Strictly no admittance to persons under the influence of alcohol.
- You must adhere to the University Code of conduct at all times, this is a University event and your conduct reflects on the University, code available at this address <http://www.nuigalway.ie/codeofconduct/>
- Student ID is essential.
- Each student may have one guest on their ID their name must be given at time of purchase.
- You must not jeopardize your own health & safety or that of others.
- If consuming Alcohol you must drink responsibly, and in a manner which will not endanger your own safety and health or that of others.

By purchasing a ticket you are agreeing that you and your guest if any will abide by these rules

**Notes:**

**[www.socs.nuigalway.ie](http://www.socs.nuigalway.ie)**