

The aim of CIT societies shall be to provide students with an opportunity to get involved in extra-curricular activities that promote social and community life in the Institute

Membership

Membership of a CIT Society is only open to **full time** registered students of the Cork Institute of Technology, including current block release or Springboard students. Membership of a society expires annually on Aug 31st.

Recognition by the Institute

Societies must have their own constitution setting out their name, aims and objectives, committee structure and appropriate content. Societies re-register on an annual basis.

Recognised societies shall have access to the Societies office facilities and services. Terms and conditions on access to these facilities will apply. Misuse by a group or individual will result in access to facilities withdrawn and may extend to effect the entire society.

New Society

A new society proposal form must be approved by the societies board prior to seeking membership for a new society. Only full time registered students can submit a proposal form. Once approval is gained, the proposer must then produce the following to gain recognition by the institute as an official society:

- Signatures of at least ten members.
- A constitution.
- A completed committee details form of students democratically elected to committee officer roles.
- A completed schedule of events & activities form.
- A signed societies regulations form.

Society activities

All societies activities must be approved by the societies officer or societies board **prior** to taking place. Should the societies officer deny approval a society may appeal the decision to the societies board. The societies board decision is final.

Funding

In order to be considered for funding a society must achieve recognition and submit a completed budget request form for consideration by the societies board. The amount of funding allocated to each society will be decided by the societies board.

The societies board reserves the right to adjust or withdraw funding to any society at any time during the year.

- All society expenditure must be agreed in advance with the Societies Officer.
- Every cent spent must be matched with a receipt or invoice.
- **All** income, including sponsorship or monies generated, must be recorded on the society treasurer account.
- Society funding must only be spent on events/ projects that are pre-approved by societies office.

Society committee officers

All office-bearers shall be subject to election annually at the Annual General Meeting of their society, which must be open to all its members to attend. At least 1 weeks notice must be provided to members of an AGM taking place.

All committee officers are expected to conduct themselves in a manner consistent with responsible behaviour towards other persons and property within and outside the Institute campuses at all times. All students are subject to the jurisdiction of the Institute in respect of both their studies and conduct. The Institute has power to discipline any student deemed to have been guilty of misconduct. Committee officers should also be aware of the regulations as set out in the Cork Institute of Technology Student Regulations booklet.

All committee officers are expected to contribute for the benefit of the Society.

The **Chairperson** shall be responsible for:

- Spearheading the affairs of the society.
- Presiding at all society meetings.
- Allocating work amongst the society committee.
- Ensure meetings are carried out with due respect and fairness to all committee officers and members to allow equal contribution to the debate, discussion and decision-making of the society.

The **Secretary** shall be responsible for:

- Keeping records of non-financial affairs of the society.
- Administration of memberships lists, correspondence & minutes of meetings.
- Submission of an annual report.

The **Treasurer** shall be responsible for

- Managing the financial affairs of the society.
- Maintaining a clear, detailed and accurate record of all financial matters of the society.
- Understanding the information regarding invoicing, payments and lodgements.

Equipment

Each Society must maintain an inventory list of all equipment in ownership of the society. All Societies equipment remains the property of the Institute.

- Equipment required for use off campus is only allowed with prior authorisation from the Societies Office or agreed society representative i.e. equipment officer. A loan of equipment form must be completed and signed off by both the societies officer or identified society representative.
- Keys for lockers must be signed out from the Societies Office. The signee is responsible for ensuring this key is returned to the Societies Office.
- All CIT Equipment should be fully maintained and kept in good working order. Equipment should not be allowed to deteriorate into disrepair. The Societies Office must be informed of all repairs that are necessary.
- Regardless of condition, equipment cannot be sold or donated without approval from the societies officer.

Transport

Societies must select their bus transport provider from the bus tender list available from the societies office. No alternative subsistence will be provided for students who chose not to avail of the transport organised by the society. Any students who choose or agree to drive, and their passengers, are covered under the drivers insurance, not CIT's.

Safety

Prior to activities, societies are advised to complete a risk assessment form. The Societies Officer may insist a completed risk assessment form is submitted to the societies office before authorisation is given for the activity to take place. Committee officers should make themselves aware of recommended emergency procedures for activities taking place on and off of the institute.

Societies that organise off campus events are advised to request participants to sign a "trip participation form" which confirms agreement to abide by the trip rules & regulations.

Incidents that occur during a society activity must be reported to the societies office and an injury report form must be completed by the injured student.

Postering

Each Society will be expected to observe all regulations regarding the posting of notices on campus. Societies planning to post notices or distribute flyers must seek permission from the Societies Officer. This must be sought at least 2 days prior to the planned date of posting and/or distribution.

Use of CIT Logo

Using the CIT logo or crest is only allowed in accordance with the [CIT Brand Guidelines](#). All designs that include the CIT logo or crest which will be professionally printed and/or, are externally promoted require approval from the CIT Marketing Unit marketing@cit.ie prior to printing.

Social Media

Any society operating through social media must abide by the guidelines as outlined by the relevant CIT Social Media Policies <http://marketing.cit.ie/socialmedia>. Committee officers who have access to administration of social media accounts are bound by the [Moderator Guidelines](#) and policies of CIT.

Events

A society that wishes to host a ticketed or public event on campus will be requested to complete an Event Safety Plan. This must be completed and submitted to the Societies Office 6 weeks prior to an event taking place.

Certificate of Merit

A certificate of merit will be presented to each committee officer at the societies awards in semester 2. To be eligible to receive a certificate, committee officers are expected to satisfy the following criteria:

- 1) Attend societies training and guidance workshops.
- 2) Attend society committee, budget request and review meetings.
- 3) Complete a full semester in a committee role
- 4) Engage and contribute to the operation of their respective society committee.

Committee officers will be asked to confirm that they have successfully fulfilled these criteria prior to their certificate being awarded. Only current committee officers that are active at the time of the awards event will be presented with their certificate at the presentation evening.

Appealing a decision

A society may request the societies board to re-consider a decision with a written request to the societies office within 5 days of the decision being communicated. The societies board shall deem the most appropriate method of how an issue will be considered. The decision of the societies board is final.

Dissolution of a society

Any Society that is found to be in breach of Institute or Societies regulations may have their funding and/ or official recognition of the society withdrawn, by decision of the Societies Board. A society constitution cannot contradict the governing societies office regulations Assets of the society shall remain the property of the Institute.