

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 Society is only open to **full time** registered students of Cork Institute of Technology, including current block release or Springboard students. Membership of a society expires annually on Aug 31st. Personal data of members is subject to the [CIT Data protection policy](#), including only using personal data for the purpose it was obtained.

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 Misuse by a group or individual will result in access to facilities withdrawn and may extend to effect the entire society.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.
- Contact details for a student Committee, democratically elected to committee officer roles.
- A completed schedule of events & activities 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 and student contributions, must be lodged to the Societies Office unless otherwise pre-approved.

- Society funding must only be spent on events/ projects that are pre-approved by the Societies Office.
- It is prohibited for a committee member to gain financially or in kind from societies activities or events.

Funding is granted on annual basis. The CIT financial year ends on August 31st and all unspent budget is returned to the institute. CIT commitment to provide funding for approved activities ceases on this date. All transactions for the financial year must be completed prior. Receipts and Invoices submitted after this date may not be reimbursed/funded.

Society Committee Officers

All office-bearers shall be subject to election annually at the AGM (Annual General Meeting) of their society. At least 1 week's notice must be provided to all members of an AGM taking place and it must be accessible for all members to attend.

All committee officers are expected to :

- contribute for the benefit of the Society.
- 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 a student deemed to have been guilty of misconduct. Committee officers should be aware of the [CIT Students Regulations](#)

Committee Code of Conduct

Each committee is expected to establish ground rules of operation and communication to allow all committee members to be included and respected. Delegate role responsibilities, example of the primary roles include:

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 & fairness to all committee officers and members to allow equal contribution to debate, discussion & decision-making

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 society 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, refunds and lodgements.

A resolution to conflict should first be sought within the society through listening and discussion. If a solution is not possible the societies officer should be notified for mediation.

Equipment

Each Society must maintain an inventory list of all equipment in ownership of the society. All Societies equipment and assets remain 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.
- Keys for lockers must be signed out and returned to Societies Officer at end of academic year.
- 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. No alternative subsistence will be provided for students who chose not to avail of the transport organised. Any students who choose or agrees to drive, and their passengers, are covered under the drivers insurance, not CIT's.

Postering

Each Society is expected to observe student regulations (p50) regarding posting of notices on campus. Societies planning to post notices or distribute flyers must seek permission from the Societies Officer 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 CIT guidelines. Committee officers who have access to administration of accounts are bound by the [Moderator Guidelines](#) and [Social Media Management Policies](#) of CIT.

Hot Food at Events

Due to food allergens, labelling, hygiene essentials and risk of food poisoning, societies are only allowed order hot food from professional reputable suppliers/caterers. This is to ensure all food business operators comply with Irish and EU legislation governing food hygiene. On request the business should provide a copy of their insurance.

Safety, Trip and Organising Events

When organising an event or activity a society must demonstrate a **"duty of care"**. Committees are advised to complete a *risk assessment form* as part of the activity planning process. The Societies Officer reserves the right to insist a completed risk assessment is submitted to the Institute Safety Officer to attain authorisation for an activity to take place. Committee officers should make themselves aware of

recommended emergency procedures on location for all activities taking place on and off of the institute.

Permission to host a ticketed or general public event on campus must be sanctioned through the Societies Office. Complete Step 1 of the *CIT Event Guidelines & Process* form. It is advised to seek permission at least 4 weeks prior to an event taking place.

Societies that organise off campus trips 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 *accident/ incident report form* must be completed by the injured student.

View and download relevant documents for safety, trips and events from the [Societies Website - Health and Safety](#)

Certificate of Merit

A certificate of merit will be presented to each committee officer at the societies awards in semester 2. Eligibility to receive a certificate is considered on the following criteria:

- 1) Attend societies training and guidance workshops.
- 2) Attend society committee, budget request & 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. Certificate will be presented to officers active at time of the awards.

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

It is the right of the Societies Board to request a meeting with a society committee to discuss any issue relating to the society activity or a society member. A society that refuses or fails to attend a meeting with the Societies Board will have their funding suspended. The society will be considered dormant until the board is satisfied any issue has been resolved.

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.

Link to documents referenced

CIT Data Protection Policy	https://www.cit.ie/gdpr/data-protection-policies-and-procedures
CIT Student Regulations	http://www.mycit.ie/contentFiles/PDF/CIT%20regulations%20update%20May%202015.pdf
CIT Brand Guidelines	http://marketing.cit.ie/brand-guidelines
CIT Social Media Guidelines	http://marketing.cit.ie/contentfiles/policies/Social-Media-Management-Policy.pdf
CIT Moderator Guidelines	http://marketing.cit.ie/contentfiles/policies/3003-Moderator-Guidelines.pdf
Risk assessment form, CIT Event Guidelines & Process form, Trip participation form, Accident/ incident report form	http://societies.cit.ie/committee/health-and-safety