



MISU Clubs & Societies Regulations Document

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Introduction

This Clubs & Societies Regulations Documents sets out the policies and procedures for Mary Immaculate College Students' Union Clubs and Societies. MISU Clubs & Societies are bound by the contents of this document as per article 10.4.4.6 of the MISU Constitution. An annual review of these regulations shall be undertaken and approved by MISU Union Council.

This document shall be published and made available to all Clubs & Societies at the beginning of each Academic Year.

1. Clubs and Societies Recognition

- 1.1 In order to be recognised as a MISU Club or Society there must be at least twenty Mary I Students' Union members who have paid their annual membership fee.
- 1.2 In certain instances, Clubs/Societies with less than 20 members may apply to the Clubs & Societies Administration Committee for recognition. Each application will be individually assessed by the Clubs and Societies Administration Committee based on certain criteria (see Appendix 1 – Assessment criteria for Clubs & Societies under 20 members).
- 1.3 All Clubs or Societies must be apolitical in their aims, objectives and affiliations and must not conflict with the MISU Constitution
- 1.4 A Club or Society must be in existence for a full academic year to gain full recognition. The first twelve months are considered to be a probationary period where Clubs and Societies will only be entitled to receive €200 budget from MISU.
- 1.5 A Club or Society must hold their Annual General Meeting (AGM) within three weeks of Clubs & Societies Day in semester one.
- 1.6 In the absence of an interim Chairperson to call an AGM, the meeting will be called by MISU.
- 1.7 A Club or Society must apply for recognition as a MISU Club/Society as well as for funding from the Clubs and Societies Administration Committee
- 1.8 All Clubs and Society must have a constitution. (see Appendix 2 – Sample

Constitution Template)

2. Clubs and Societies Constitution

- 2.1 All Club and Society Constitutions shall assume the format outlined in Appendix 1
- 2.2 Clubs and Societies shall state all of the regulations and provisos in regards to Club or Society membership, meetings, committees, elections and finances as outlined in this document within their constitution.
- 2.3 The failure of a Club or Society to adopt the provisos and regulations as stated in this document shall affect the allocation of funding to that same Club or Society in the following academic year.
- 2.4 Clubs and Societies must submit their constitution with their budget form before the end of week 4 in both Semester 1 & 2

3. Clubs and Societies Membership

- 3.1 There shall be two types of Club and Society membership:
 - 3.1.1 **Full membership:** This shall be open to all members of MISU upon payment of the Club or Society annual subscription. Full members have the right to speak, vote and participate in all society events and meetings.
 - 3.1.2 **Honorary Life Membership:** Club and Society committees can nominate members to Clubs & Societies Council for Honorary Membership. All Honorary Memberships will be forward to Union Council for approval. Club and Society committees can also nominate members to Union Council for Honorary Membership. Honorary life members have the right to speak, vote and participate at all Club and Society events and meetings but shall not hold a committee position.
- 3.2 **Facilitators**
 - 3.2.1 Members of staff of MISU and/or MIC are permitted to become

facilitators to a particular Club or Society subject to a majority approval from the same Club or Society membership and from the MISU Executive.

- 3.2.2 A Facilitator shall offer some particular expertise to a Club or Society that would not otherwise be obtainable from a full/honorary Club or Society member.
 - 3.2.3 He/she shall have to adhere to all of the regulations and rules as outlined in the Club or Society's constitution.
 - 3.2.4 All facilitators have to pay the Club or Society membership.
 - 3.2.5 Facilitators have the right to speak and participate in all Club or Society events and meetings but they are not allowed to vote.
 - 3.2.6 Facilitators shall not be reimbursed for their time spent in organising or participating in meetings or events.
 - 3.2.7 If the members of a Club or Society believe that the facilitator is acting intrusively then they can bring their complaint to the Chair of Clubs and Societies Council. The complaint will be investigated and the appropriate action will be undertaken.
- 3.3 Clubs and Societies shall keep records of all members registered in compliance with MISU GDPR policy. (see Appendix 3 & 4 – MISU GDPR Policy & MISU Data Breach Protocol)
 - 3.4 A list of all honorary members and facilitators must be attached to the Club/Society constitution submitted to MISU.

4. Clubs and Societies Meetings

- 4.1 All existing Clubs and Societies shall have their first meeting (AGM) no later than week 3 of semester 1 of the Academic year. (see Appendix 5 – Sample AGM Agenda)
- 4.2 In the absence of an interim Chairperson to call an AGM, the meeting will be called by MISU
- 4.3 The Club or Society shall make a short-term plan in conjunction with the Clubs and Sports Officer or the Societies' Officer at the A.G.M. Details to be included in short term plan are: budget submission, constitution, date of

meeting to decide a plan for the year and proposed first event.

- 4.4 Where possible the Club or Society shall have one other meeting in the presence of the Clubs and Sports or Societies officer during the year.
- 4.5 The Club or Society shall inform the MISU Clubs & Societies Coordinator, Clubs and Sports Officer or Societies officer of all meetings that take place.
- 4.6 The Club or Society will have an ordinary general meeting no later than week three, semester 2 to review the financial status of the Club or Society and finalise plans for the forthcoming semester.

5. Clubs and Societies Committees

- 5.1 The Club or Society shall have a committee elected no later than the Annual General Meeting. If a committee is not elected at the AGM, MISU shall call a meeting for a later date with the view to forming a committee.
- 5.2 The committee's term of office shall take immediate effect and shall last until the AGM of the following year.
- 5.3 The Committee Term of Office for Final Year Students shall cease on the final day of Semester 2.
- 5.4 The committee shall consist of the following:
 - 5.4.1 Chairperson
 - 5.4.2 Secretary
 - 5.4.3 Treasurer
 - 5.4.4 Public Relations Officer (P.R.O)
 - 5.4.5 First Year Representative
- 5.4.6 The Chairperson shall:
 - 5.4.6.1 Act as chief spokesperson for the Club/Society.
 - 5.4.6.2 Co-ordinate and oversee all Club/Society activities.
 - 5.4.6.3 Oversee all committee members.
 - 5.4.6.4 Chair all Club/ Society general and committee meetings.
 - 5.4.6.5 Be responsible for ensuring that an end of year report is submitted to MISU.
 - 5.4.6.6 Be responsible for making crossover documentation

available to next year's committee.

5.4.7 The Secretary shall:

- 5.4.7.1 Act as second to the chairperson.
- 5.4.7.2 Record minutes of all Club/Society meetings & provide a copy to the relevant officers.
- 5.4.7.3 Assist in all operations of the Club/ society
- 5.4.7.4 Be responsible for the non-financial records of the Club/ Society, including the official membership list; manage the correspondence of the Club/ Society in compliance with MISU GDPR policy. (see Appendix 3 – MISU GDPR Policy)
- 5.4.7.5 Ensure that sufficient records are kept for MICS and BICS awards applications.

5.4.8 The Treasurer shall:

- 5.4.8.1 Be responsible for managing the finances of the Club/ Society in conjunction with the Clubs and Sports Officer or the Societies Officer.
- 5.4.8.2 Shall be responsible for ensuring the Club/Society adhere to MISU Financial Procedures (see Appendix 6 – Financial Procedures)
- 5.4.8.3 Be responsible for seeking sponsorship in line with MISU policies.
- 5.4.8.4 Be responsible for bringing all receipts to the Students' Union
- 5.4.8.5 Be responsible for signing off on all expenditure and requisition forms (see Appendix 6 - Financial Procedures)

5.4.9 The P.R.O. shall:

- 5.4.9.1 Be responsible for liaising with the MISU Executive and MISU Reception in matters of communication, publicity and promotion

- 5.4.9.2 Inform MISU of all the events planned and organised by the Club or Society
- 5.4.9.3 Be responsible for providing information to the SU for publication on misu.ie and to the Wired FM placement student to publicise society events and meetings. The PRO shall also be responsible for updating their Club/Society blog and calendar of events via online portal.
- 5.4.9.4 Be responsible for the hanging up and taking down of all Club or Society advertising in accordance with the MISU Poster Policy (see Appendix 8 – MISU Poster Policy)
- 5.4.9.5 Be responsible for the Club/Society Social Media accounts (see Appendix 9 – Social Media Policy)

5.4.10 The First Year Representative:

- 5.4.10.1 The aim of the First Year Representative is to ensure incoming students have a voice in the running of Clubs and Societies.
- 5.4.10.2 To ensure continuity of a Club/Society for future years.
- 5.4.10.3 The duties and responsibilities shall be determined by each individual Club/ Society.

5.5 Any committee member can be removed from office by a vote of no confidence at the General Meeting of the membership, support by a two-thirds majority show of hands. The quorum for such a meeting is 50%+1 of the present membership. The Clubs and Sports Officer, Societies Officer and/or Sabbatical Officers shall chair such a meeting.

6. Clubs and Societies Elections

6.1 The election of the committee shall take place no later than the A.G.M. (before the end of week 3, Semester 1)

- 6.2 Members must be present at a meeting to be elected.
- 6.3 Where no committee members for the following year are elected at the end of semester 2, an interim chairperson shall be decided upon by the outgoing committee to act as a point of contact for MISU up until the AGM takes place.
- 6.4 A member of the MISU Exec must be present to ensure the election is run fairly. Any Club or Society Committee which is elected without the presence of a member of the MISU Executive Committee will not be recognised by MISU.
- 6.5 Candidates can be self-nominated, but must be seconded by two other Club or Society members.
- 6.6 Where there is more than one candidate for a position, candidates should speak briefly, about what they will bring to the role before a vote, taking place.
- 6.7 The outcome of the vote will be decided by a secret ballot
- 6.8 Each present Club or Society member shall have one vote
- 6.9 Where a full committee is not elected at the first meeting, MISU will organise a second meeting with the view to filling the vacant positions.

7. Clubs and Societies Administration Committee

- 7.1 The Clubs and Societies Administration Committee (CSAC) shall consist of the following:
 - 7.1.1 MISU President
 - 7.1.2 MISU Societies Officer
 - 7.1.3 MISU Clubs and Sports Officer
 - 7.1.4 MISU General Manager or the MISU Finance Coordinator as a nominee of the General Manager
 - 7.1.5 MISU Clubs and Societies Coordinator (Advisory Role)
- 7.2 The Clubs and Societies Administration Committee in conjunction with the MISU Clubs & Socs Coordinator shall ratify budgets
- 7.3 In special circumstances, Clubs and Societies may alter the purpose of their finances as laid out in their budget. However, this is strictly subject to discussion with and approval of the Clubs and Societies Administration Committee.
- 7.4 Any complaint lodged against a Club or Society or one its members with

MISU shall be reported to the MISU Clubs & Societies Coordinator and if necessary referred to the MISU Disciplinary Committee who shall investigate the complaint/dispute.

- 7.5 The Clubs and Sports Officer and the Societies Officer shall report back to the MISU Clubs & Societies Coordinator after each Clubs and Societies Council.

8. Clubs and Societies Council

- 8.1 Clubs and Societies Council is a subcommittee of Union Council.
- 8.2 Clubs and Societies Council shall take place at least 3 times per semester.
- 8.3 The first Clubs and Societies Council shall take place no later than week 4 of Semester 1. Committees will receive training at the first Clubs & Socs Council.
- 8.4 Clubs and Societies must send two Reps to every Clubs and Societies Council.
- 8.5 Any Club or Society who repeatedly fails to send representation to Clubs and Societies Council shall be subject to budgetary sanctions decided upon by the Clubs & Societies Administration Committee.
- 8.6 Clubs and Societies Council shall be chaired by the Societies' Officer or Clubs and Sports Officer.
- 8.7 The MISU Clubs & Societies Coordinator in conjunction with the MISU Societies Officer and the MISU Clubs & Sports Officer shall approve agendas for Clubs & Socs Council.
- 8.8 A secretary shall be elected at the first Clubs and Societies Council.
- 8.9 The secretary shall take minutes of Clubs and Societies Council
- 8.10 Each Club and Society must present an end of year report at the last Clubs and Societies Council
- 8.11 Clubs and Societies Council must present the work done throughout the year at the MISU AGM
- 8.12 Date time and place will be decided and publicised by the Clubs and Sports Officer or Societies Officer at least five college days in advance.

9. Clubs and Societies Training

- 9.1 Clubs and Societies Training shall be provided at the first Clubs and Societies Council no later than Week 4.
- 9.2 Clubs and Societies shall send all committee members to Clubs and Societies Training where possible. Representation from each Club/Society is mandatory.
- 9.3 The MISU Clubs & Societies Coordinator, MISU Societies Officers and MISU Clubs & Sports Officer shall agree the content of Clubs and Societies training for the first Clubs & Societies Council.
- 9.4 Society training will give advice on:
 - 9.4.1 The role of the SU in Clubs and Societies
 - 9.4.2 Budget preparation
 - 9.4.3 Online Membership System
 - 9.4.4 Club and Society organisation
 - 9.4.5 Event planning
 - 9.4.6 Promotion and publicity
 - 9.4.7 Development of the Club and Society
 - 9.4.8 MICS Awards
- 9.5 The MISU Clubs & Societies Coordinator will facilitate additional training during the year. Attendance at these training sessions is mandatory.

10. Finances

- 10.1 Clubs and Societies are not permitted to hold individual bank accounts under any name to manage Club or Society finances
- 10.2 All financial transactions must go through MISU Clubs & Societies accounts. This includes fundraising, sponsorship, invoicing and petty cash. All money must be lodged as soon as possible after the event as per Clubs & Societies Financial Procedures (Appendix 6 – Clubs & Societies Financial Procedure)
- 10.3 Clubs and Societies must consult with the MISU Clubs & Societies Coordinator prior to spending amounts over €100, which have not been included in their budget.
- 10.4 Each Club and Society shall be given a budget form and an explanation of filling it out at their AGM.

- 10.5 The budget form will also be explained at Clubs and Societies training.
- 10.6 Clubs and Societies must submit a requisition form to spend money from the Club or Society's account (see Appendix 6).
- 10.7 The Requisition Form must be signed by the treasurer and another Club or Society member and should outline the amount requested and purpose of the expenditure
- 10.8 An invoice or receipts should be submitted with the requisition form.
- 10.9 Requisition forms must be submitted 24 hours in advance of payment to ensure forms can be processed on time.
- 10.10 Requisition forms are available online or at MISU reception desk.
- 10.11 A requisition form for €30 or less can be paid from Petty Cash rather than by cheque. This is in line with the MISU Petty Cash Procedures (see Appendix 6)
- 10.12 There are two types of funding which a society can receive from MISU, fixed funding and discretionary funding

10.12.1 **Fixed funding** refers to fixed funding given for specific reasons and are as follows.

- 10.12.1.1 €100 towards the cost of printing, photocopying and telephone calls, which are facilitated through MISU
- 10.12.1.2 €100 towards either a Christmas Party or an End of Year Party
- 10.12.1.3 If a society wins a MICS award, they will receive €200 for expenses if they wish to travel to the BICs awards or €100 into their general account if they do not wish to travel
- 10.12.1.4 Societies who win a national award at BICS will receive an additional funding amount in the following years budget to recognise their achievement. (up to a max of €500 dependant on funding for any given year)

10.12.2 **Discretionary funding** refers to funding requested in budget forms.

- 10.12.2.1 Discretionary funding is allocated based on the number of Club or Society members, the amount of money the

Club or Society raises from other sources and the longevity of the Club or Society.

10.12.2.2 Funding should only be requested for causes relevant to the Club or Societies' aims and goals.

10.13 Clubs and Societies may request extra funding outside of their budgeted allocation using a special applications fund form.

10.14 Special funding can be allocated for purposes relevant to the Club or Societies' aims and goals which could not have been planned at the time of budgeting (see Appendix 6)

10.15 Special funding is allocated based on the relevance to the Club or Society's aims and potential benefit to the Club or Society and a significant number of its members.

10.16 Special Applications Fund forms are available online or at MISU Reception.

10.17 Any Club or Society who is unhappy with their budget allocation can lodge an appeal to the Clubs & Societies Administration Committee. If the Club or Society is unhappy with the decision on their appeal, they can bring the matter to the MISU Appeals Committee, whose decision shall be final.

11. Fundraising

11.1 Fundraising is undertaken by each Club/Society to supplement their capitation allowance received from their budget application. (see Appendix 7 – Schedule of Expenses)

11.2 All Clubs and Societies are encouraged to supplement funds received from MISU by fundraising, particularly where large sums of money are required

11.3 Clubs and Societies who fundraise will receive priority status when funding is allocated the following year

11.4 Fund-raising may take the form of a raffle, draw, quiz or competition. Other suggestions should be ratified by the Clubs and Sports Officer or Societies Officer and the Sabbatical Officers

11.5 Clubs and Societies who intend to fund-raise are encouraged to call a general meeting of its membership.

11.6 The failure of Clubs or Societies with larger memberships to fund-raise,

shall effect the allocation of funding to the same Club or Society in the following year.

- 11.7 Clubs or Societies must consult with the Clubs & Societies Coordinator or Executive Officers when organising an event.
- 11.8 All finances collected at a fund-raising event must be submitted to MISU as soon as possible after the event so it can be lodged to the Clubs and Societies account. (see Appendix 6)

12. Sponsorship

- 12.1 Clubs and Societies may seek sponsorship in addition to funding from MISU
- 12.2 All sponsorship must be approved by MISU and not conflict with any MISU Policies or Constitution.
- 12.3 The treasurer of the Club or Society shall consult with the MISU Clubs & Societies Coordinator to establish feasible sponsors that could be approached.
- 12.4 Clubs and Societies who seek sponsorship will receive priority status when funding is allocated the following academic year.

13. Awards

- 13.1 MISU shall host Club and Society awards every year, prior to the BICS Awards.
- 13.2 Clubs and Societies shall be made aware of the award categories at the first Clubs and Societies Council of Semester 2.
- 13.3 Society winners at the MIC Clubs and Society awards shall be invited to represent the college at the BICS awards in their category.
- 13.4 MIC Winners will be allocated €200 for BICS awards expenses or €100 for their general account should they decide against attending BICS
- 13.5 If a society decides against going, another society who took part in the specific MICS Awards category may request to attend for that chosen category
- 13.6 Societies may also request to attend the BICS awards for a category that

did not feature in the MICS awards

- 13.7 Clubs and Societies may include information about events and activities, which took place in the previous 12 months in their MICS applications i.e. from the day of the presentation of the previous year's MICS awards.

14. Insurance

- 14.1 All full members of MISU Clubs & Societies are covered by MISU Personal Accident Insurance while participating in their Club/Society activity.
- 14.2 All members must have paid their membership fee in order to be covered by MISU Personal Accident Insurance.
- 14.3 Certain events and trips will require additional insurance cover for members. Clubs/Societies must inform the MISU Clubs & Societies Coordinator about all trips and events in order to determine insurance needs.

15. Risk Assessment

- 15.1 Clubs/Societies are required to fill out a risk assessment for all events in conjunction with the MISU Clubs & Societies Coordinator. (see Appendix 11 – Risk Assessment Form)

16. Child Protection

- 16.1 Students under the age of 18 or vulnerable adults will be required to obtain written parental consent when partaking in certain Clubs & Society events/trips. (see Appendix 12 – Travel/Trip Regulations)
- 16.2 MISU falls into line with the College Safeguarding Policy, which provides information, to ensure children are not placed at risk by College activities. It is the duty of each member of the College Community to comply with the guidelines. The full document can be found at <http://www.mic.ul.ie/adminservices/healthsafety/Documents/Att.%205.1%20PGP68%20Safeguarding%20Policy.pdf>

Designated Liaison persons for the College are Carrie Ryan, Student Academic Administration (carrie.ryan@mic.ul.ie) and Geraldine Brosnan, Director of Student Life (Geraldine.Brosnan@mic.ul.ie)

17. Board of Irish College Societies

17.1 MISU shall affiliate to the Board of Irish College Societies (BICS) subject to the approval of Union Council.

18. Amendments

18.1 Amendments to the Clubs & Societies Regulations Document can be proposed by Clubs & Societies Council or the Clubs & Societies Administration Committee. Amendments must be approved by Union Council.

18.2 Each Club & Society are bound by procedure as laid down in this document.

Appendix 1 – Assessment criteria for Clubs & Societies under 20 members

- 1.1 In certain instances, Clubs/Societies with less than 20 members may apply to the Clubs & Societies Administration for recognition. Each application will be individually assessed by the Clubs & Societies Administration Committee on the following criteria:

Years in existence

Clubs and Societies who are in existence for a number of years but have experienced a year of diminished numbers due to a number of factors.

Benefit to student experience

Clubs/Societies offer an outlet for students with a specific interest/demographic.

Contribution to campus life

Clubs & Societies who make consistently add to campus life through events but who operate on a membership of less than 20 students.

- 1.2 Clubs & Societies applying for recognition under any of the above factors must do so on at least one of the above categories.
- 1.3 A Club/Society applying for special recognition must meet the criteria set out in Clubs & Societies Regulations Document section 1.5 (All Clubs or Societies must be apolitical in their aims, objectives and affiliations and must not conflict with the MISU Constitution)

Appendix 2 – Sample Constitution

Sample Club & Society Constitution

1. The name of the Club/Society shall be the: 'Mary Immaculate College
_____Club/Society'
2. The Club/Society shall aim to:
3. The objectives of the Club/Society are:
4. The Club/Society shall affiliate to the following organisations:
5. All Clubs/ Societies must state all of the regulations and provisos in regards to:
 - 5.1 Membership
 - 5.2 Meetings
 - 5.3 Committees
 - 5.4 Elections
 - 5.5 Finances

The failure of clubs/ societies to adopt the provisos and regulations as stated in the regulations document shall affect the allocation of funding to the same club/society in the following academic year. The club/society must ensure its Aims, Objectives and Affiliations do not conflict with those of the MISU constitution.

Appendix 3 - MISU GDPR Policy

MISU Office and MISU Commercial Services DAC Data Protection Policy

Section 1. Policy Statement

In the course of carrying out its various functions and activities, Mary I Students' Union (MISU) collects information from staff, students, customers and other individuals in order to carry out its core functions.

The purpose of this policy is to enable Mary I Students' Union (MISU) to:

Demonstrate its commitment to the proper handling of personal data.

Comply with Data Protection Acts

Protect the organisation from the consequences of any breach of its statutory and common law responsibilities.

To encourage and support a culture of best practice in relation to data protection.

MISU is a 'data controller' under the provisions of the GDPR and the Data Protection Acts 1988-2018 and recognizes that its members have the right to know what information is held about them, and that any data held is in compliance with the GDPR and the Data Protection Acts 1988-2018. MISU processes personal information about its members and staff in accordance with the eight principles of the GDPR and the Data Protection Acts 1988-2018.

'Personal data' refers to information that identifies a living individual. MISU holds personal data for the following purposes:

Staff Administration – Appointments, resignations or terminations, pay, discipline, superannuation, work management or other personnel matters.

Administration of Advocacy/Representative/Engagement Records – details of MISU Executive Committee and Class Representatives, details of Clubs & Societies members, details of students who have obtained student-parking stickers for the relevant Academic Year, details of students who have availed of the Locker Rental system, etc.

Representation and Advocacy Services

Accounts and Records – Keeping accounts, accepting a person as a customer or supplier, keeping records of purchases, sales or other transactions, the processing of orders and accounts.

Advertising, Marketing and Public Relations – Advertising or marketing the business or its activities, goods or services and promoting public relations.

Emergency Funding– The administration of the student welfare fund.

MISU processes personal information in accordance with the eight principles of the Data Protection Act detailed in section 2.

Section 2. MISU's Conduct Statement in relation to the eight principles of Data Protection

Fair and lawful use of data

For data to be obtained fairly, the data subject will, at the time the data are being collected, be made aware of:

The identity of the Data Controller (MISU)

The purpose(s) for which the data is being collected

The person(s) to whom the data may be disclosed by the Data Controller

Any other information that is necessary so that the processing may be fair.

MISU will meet this obligation in the following ways;

Where possible, the informed consent of the Data Subject will be sought before their data is processed;

Where it is not possible to seek consent, MISU will ensure that collection of the data is justified under one of the other lawful processing conditions – legal obligation, contractual necessity, etc.;

Where MISU intends to record activity on CCTV or video, a Fair Processing Notice will be posted in full view;

Processing of personal data will be carried out only as part of MISU's lawful activities, and MISU will

Safeguard the rights and freedoms of the Data Subject;

The Data Subject's data will not be disclosed to a third party other than to a party contracted to MISU and operating on its behalf in line with MISU's aims and objectives.

Be obtained only for one or more specified, legitimate purposes

MISU will obtain data for purposes, which are specific, lawful and clearly stated. A Data Subject will have the right to question the purpose(s) for which MISU holds their data, and MISU will be able to clearly state that purpose or purposes.

Not be further processed in a manner incompatible with the specified purpose (s)

Any use of the data by MISU will be compatible with the purposes for which the data was acquired.

Be kept safe and secure.

MISU will employ high standards of security in order to protect the personal data under its care. Appropriate security measures will be taken to protect against unauthorised access to, or alteration, destruction or disclosure of any personal data held by MISU in its capacity as Data Controller.

Access to and management of staff, students and customer records is limited to those staff members who have appropriate authorisation and password access.

Be kept accurate, complete and up-to-date where necessary.

MISU will:

- ensure that administrative and IT validation processes are in place to conduct regular assessments of data accuracy;
- conduct periodic reviews and audits to ensure that relevant data is kept

accurate and up-to-date. MISU conducts a review of sample data every six months to ensure accuracy; Staff contact details and details on next-of-kin are reviewed and updated every two years or as notified by a staff member.

- conduct regular assessments in order to establish the need to keep certain Personal Data.

Be adequate, relevant and not excessive in relation to the purpose(s) for which the data were collected and processed.

MISU will ensure that the data it processes in relation to Data Subjects are relevant to the purposes for which those data are collected. Data, which is not relevant to such processing, will not be acquired or maintained.

Not be kept for longer than is necessary to satisfy the specified purpose(s).

MISU has identified data categories, with reference to the appropriate data retention period for each category. This applies to data in both a manual and automated format.

Once the respective retention period has elapsed, MISU undertakes to destroy, erase or otherwise put this data beyond use.

The MISU Records Retention Schedule identifies relevant and required retention periods for data categories.

Be managed and stored in such a manner that, in the event a Data Subject submits a valid Subject Access Request seeking a copy of their Personal Data, this data can be readily retrieved and provided to them.

MISU has implemented a Subject Access Request procedure by which to manage such requests in an efficient and timely manner, within the timelines stipulated in the legislation.

Section 3. Staff Responsibilities

All staff who process personal data are expected to understand and adhere to the eight Data Protection Principles set out in the Acts and more specifically, the MISU Conduct Statement relating to these principles. Appropriate training will be provided, including induction training for new starters and annual refresher courses.

Significant breaches of this policy will be dealt with using disciplinary action. As such, penalties for breaching the policy must be included in contracts with third parties.

Section 4. Responsibilities of Data Subjects

Data subjects should assist MISU in ensuring that their own personal data as provided to MISU is accurate and up to date.

MISU cannot be responsible for any inaccuracies resulting directly from the submission of such information by Data Subjects nor can it be accountable for any subsequent changes to such information unless notified.

All Data Subjects have the right to review their personal information, which is recorded and stored by MISU, and to have it amended if necessary. All Data Subjects are entitled to be informed as to how their personal data can be kept up to date and accurate by MISU.

All staff, students and other data subjects are responsible for

- checking that any information that they provide to MISU is accurate and up to date;
- informing MISU of any changes of information, that they have provided, e.g. change of contact number
- informing MISU of any errors or changes (MISU cannot be held responsible for any errors unless previously informed).

Section 5. Sensitive Personal Data

In most cases, MISU will refrain from processing data relating to *sensitive* personal information as these matters have the potential to be used in a discriminatory way. This includes details relating to an individuals' ethnicity, religion, political opinions, health conditions, sexuality, criminal records etc. Where this is unavoidable, e.g. in the case of health and safety records, access will be limited to specific members of staff only.

Data subjects will also be required to give informed consent for MISU to use their sensitive information.

Section 6: Obtaining and Processing Personal Data

MISU obtains personal data only when there is a clear purpose for so doing and only obtains personal data, which is necessary for fulfilling that purpose. MISU ensures that this data is only used for the purpose for which it was collected.

MISU will not use its data processing facilities for capturing and storing personal data for non-business purposes.

MISU will inform data subjects of what personal information is held and what it will be used for as well as to whom it may be disclosed.

MISU will obtain explicit consent in writing for processing sensitive data and retain a copy of that consent. Consent cannot be inferred from a non-response in the case of sensitive data.

Personal data is obtained fairly if;

- the data subject is aware of the purpose for which M I S U is collecting the data

- of the categories of person/organisation to whom the data may be disclosed
- of non-obligatory or optional answers in forms
- of the right of access to the data and of the right of rectification of the data.

Section 6.1 Disclosing Personal Data

Personal data should only be disclosed in ways that are necessary or compatible with the purpose for which the data is kept.

Special attention should be paid to the protection of sensitive personal data, the disclosure of which would normally require explicit written consent.

Verbal consent for the disclosure of personal data held by MISU to the data subject may be obtained by telephone in the case of non-sensitive personal data. The subject must confirm facts that should be known only to them, such as their date of birth, their student number, the reason MISU has their personal data etc. The date, time and recipient of the call should be recorded in writing.

Verbal consent for the disclosure of personal data to a third party is not permitted unless there is a statutory obligation on MISU to disclose the information. For example a disclosure to the Gardaí for the prevention of crime and where informing the subject of the disclosure would prejudice the enquiries, or unless it is in the vital interest of the data subject.

Personal data should only be disclosed to work colleagues where they have a legitimate interest in the data in order to fulfil administrative functions of MISU.

Personal data should not be disclosed outside of the EEA unless written consent has been obtained, unless disclosure is required for the performance of a contract to which the data subject is a party, or unless disclosure is necessary for the purpose of legal proceedings.

Section 6.2: Permitted disclosures of personal data

The Acts provide for disclosures of personal data, where data is:

- authorised for safeguarding the security of the State;
- required for the purpose of preventing, detecting or investigating offences, apprehending or prosecuting offenders, or assessing moneys due to the State;
- required to protect the international relations of the State;
- required urgently to prevent damage to health or serious loss/damage to property;
- required under law;
- required for legal advice or legal proceedings;
- disclosed to the data subject;
- disclosed at the request or with the consent of the data subject.

Section 6.3 Securing personal data

MISU will protect personal data from unauthorised access when in use and in storage and such data will be protected from inadvertent destruction, amendment or corruption. Personal electronic data should be subject to appropriate stringent controls, such as passwords, encryption, access logs, backup, etc.

Screens, printouts, documents, and files showing personal data should not be visible to unauthorised persons.

Personal manual data must be held securely in locked cabinets, locked rooms or rooms with limited access.

Subject to the MISU Records Retention Schedule, personal manual data should be destroyed by confidential shredding when the retention period has expired.

When upgrading or changing PC, ensure the hard drive is cleaned by an appropriate MIC IT staff member.

Special care must be taken where laptops and PCs containing personal data are used outside of MISU

Special care must be taken to ensure the safety and security of any personal data held on mobile storage media.

Health and social work personal data can only be released following consultation with the relevant professional.

Disclosing personal data to a Data Processor should be done only under a written contract specifying security rules to be followed.

[Section 6.3: Accuracy and completeness of personal data](#)

Administrative procedures should include review and audit facilities so that personal data are accurate, complete and kept up-to-date.

[Section 6.4: Retention of Personal Data](#)

Data should not be kept for longer than is necessary for the purpose for which they were collected. Data already collected for a specific purpose should not be subject to further processing that is not compatible with the original purpose.

All data held by MISU should be in accordance with the Records Retention Schedule and destroyed in accordance with that schedule and in compliance with statutory obligations.

[Section 6.5: Disposal of Personal Data](#)

Personal data should be disposed of when they are no longer needed for the effective functioning of MISU and its members. The method of disposal should be appropriate to the sensitivity of the data. Shredding is appropriate in the case of manual data and reformatting or overwriting in the case of electronic data.

[Section 6.6. Sharing Data Internally](#)

Data is shared across business functions and between staff of MISU only when it is

required in order to perform work functions. As far as possible, data is transmitted solely over a secure network and the transmission of data via paper, post or independent electronic devices is strongly discouraged.

MISU use the MIC IT network. This is a secure system, which is managed by the MIC IT Department.

Section 7. Provision of Access to Third Parties

A Data Subject is entitled to access his or her own personal data only. The personal information of a Data Subject, including contact details, must not be disclosed to a third party, be they parent, potential employer, employer, professional body, sponsor, etc., without the consent of the individual concerned.

An agreement may be made to forward a communication to a Data Subject on behalf of a third party, but no information should be disclosed about the Data Subject. In the case of research surveys where there is an agreement to forward documentation to Data Subjects, a notice should be included to the effect that no personal information has been released.

Section 8. Data Subject Rights and Access Requests

Under article 15 of the GDPR, a data subject has the right to obtain a copy of any information relating to them.

GDPR provides that an individual can request access to their data free of charge and within one month of receipt of the request.

A data subject should write to MISU – contact details are outlined in Section 12 – in order to request any information, which MISU has on file relating to them. A data subject should be as specific as possible in relation to the personal data, which they wish to access. MISU will require verification of a subject's identity when they make a

request and the data subject should provide MISU with a copy of photo ID when making their request.

Under the normal course of events, MISU will respond to an access request within one month of receiving the request. In certain limited circumstances, the one-month period may be extended by two months – taking into account the complexity of the request and the number of requests. Where MISU is extending the period for replying to a request, MISU will inform the data subject of the extensions and the reason(s) for the delay in responding, within one month of receiving the request.

Data subjects do not have to pay a fee to make an access request. MISU will deal with a request for free however where MISU believes a request is manifestly unfounded or excessive, MISU may either charge a fee taking into account its administrative costs in dealing with the request(s), or refuse to act on the request(s).

Exceptions to the Right of Access

Article 15 of the GDPR also provides that the right to obtain a copy of personal data must not adversely affect the rights and freedoms of others. For example, when responding to an access request, an organisation should not provide the requestor with personal data relating to a third party that would reveal the third party's identity.

Section 5 of the Data Protection Acts provides that individuals do not have a right to see information relating to them where any of the following circumstances apply.

- If the information is kept for the purpose of preventing, detecting or investigating offences, apprehending or prosecuting offenders, or assessing / collecting any taxes or duties: but only in cases where allowing the right of access would be likely to impede any such activities
- If granting the right of access would be likely to impair the security or the maintenance of good order in a prison or other place of detention

- If the information is kept for certain anti-fraud functions
- If granting the right of access would be likely to harm the international relations of the State
- If the information concerns an estimate of damages or compensation in respect of a claim against the organisation, where granting the right of access would be likely to harm the interests of the organisation
- If the information would be subject to legal professional privilege in court
- If the information is kept only for the purpose of statistics or carrying out research, but only where the information is not disclosed to anyone else, and where the results of the statistical work or research are not made available in a form that identifies any of the individuals involved
- If the information is back-up data.

Expressions of Opinion

Where personal data consists of an expression of opinion about the data subject by another person, the data subject has a right to access that opinion except if that opinion was given in confidence.

If the opinion was not given in confidence then the possible identification of the individual who gave it does not exempt it from access.

Information about Other Individuals

Section 4(4) of the Data Protection Act makes special provision for dealing with the personal data of another individual. MISU is not obliged to comply with an access request if that would result in disclosing data about another individual, unless that other individual has consented to the disclosure.

However, MISU is obliged to disclose as much of the information as can be supplied without identifying the other individual.

Disproportionate Effort

Section 4(9) provides that the obligation on MISU to comply with an access request should normally be met by supplying a copy in permanent form, unless the supply of such a copy is not possible or would involve disproportionate effort.

Repeated Access Request

If MISU has complied with an access request MISU does not have to comply with an identical or similar request unless a reasonable interval has elapsed.

Section 9: Right of Rectification or Erasure

Data subjects have a right to have personal data rectified, or blocked from being processed or erased where the Data Controller has contravened the Acts.

In order to comply with this, MISU;

- Ensures that personal data is in a format, which is easy to locate and collate,
- Verifies that the access request and the personal data released refer to the same individual;
- Knows exactly what data is held on individuals, and by whom;
- Holds personal data in a secure central location.

Section 10. Data Breach

Please see the Data Breach Protocol

Section 11: Review

This policy will be reviewed from time to time to take into account changes in the law and the experience of the policy in practice

Section 12: Contact Details

General Manager	Students' Union President
Mary I Students' Union	Mary I Students' Union
Mary Immaculate College	Mary Immaculate College
South Circular Rd	South Circular Rd
Limerick	Limerick
061-400013	061-400013
Deirdre.Kennelly@mic.ul.ie	misuprez@mic.ul.ie

This document can be made available in large print upon request. If you require another alternative format, please contact us to discuss your requirements.

Appendix 1 – Definitions

For the avoidance of doubt, and for consistency in terminology, the following definitions will apply within this Policy.

Data	This includes both automated and manual data. Automated data means data held on computer, or stored with the intention that it is processed on computer. Manual data means data that is processed as part of a relevant filing system, or which is stored with the intention that it forms part of a relevant filing system.
Personal Data	Information which relates to a living individual, who can be identified either directly from that data, or indirectly in conjunction with other data which is likely to come into the legitimate possession of the Data Controller. (If in doubt, MISU refers to the definition issued by the Article 29 Working Party,
Sensitive Personal Data	A particular category of Personal data, relating to: Racial or Ethnic Origin, Political Opinions, Religious, Ideological or Philosophical beliefs, Trade Union membership, Information relating to mental or physical health, information in relation to one's Sexual Orientation, information in relation to commission of a crime and information relating to conviction for a criminal
Data Controller	A person or entity who, either alone or with others, controls the content and use of Personal Data by determining the purposes and means by which that Personal Data is processed.
Data Subject	A living individual who is the subject of the Personal Data, i.e. to whom the data relates either directly or indirectly.
Data Processor	A person or entity who processes Personal Data on behalf of a Data Controller on the basis of a formal, written contract, but who is not an employee of the Data Controller, processing such Data in the course of his/her employment.
Data Protection Officer	A person appointed by MISU to monitor compliance with the appropriate Data Protection legislation, to deal with Subject Access Requests, and to respond to Data Protection queries from staff members and service recipients
Relevant Filing System	Any set of information in relation to living individuals which is not processed by means of equipment operating automatically (computers), and that is structured, either by reference to individuals, or by reference to criteria relating to individuals, in such a manner that specific information relating to an individual

Appendix 4 - MISU Data Breach Protocol

1. Introduction

- 1.1 MISU holds data / information, both in hard and soft copy. This includes personal or confidential information (about people), and non-personal information which could be sensitive or commercial, for instance financial data.
- 1.2 Care should be taken to protect this type of data / information, to ensure that it is not changed (either accidentally or deliberately), lost, stolen or falls into the wrong hands, that its authenticity and integrity is maintained.
- 1.3 In the event of a breach, it is vital that appropriate action is taken to minimise associated risks.

2. What is a breach?

A data breach is an incident in which any of these types of data specified in 1.1 above is compromised, disclosed, copied, transmitted, accessed, stolen or used by unauthorised individuals, whether accidentally or on purpose. Some examples:

- Accidental loss, or theft of equipment on which data is stored
- Unauthorised access to data
- Human error such as emailing data by mistake
- Failure of equipment and hence data held on it
- Loss of data or equipment through fire or flood, for instance hacking attack
- Where information is obtained by deceiving a member of staff

3. Reporting of the breach

Data breaches should be reported immediately to the MISU General Manager / MISU President, as the primary point of contact. The report should include full and accurate details of the incident, including who is reporting the incident, what type of data is involved, if the data relates to people, how many people are involved.

The MISU General Manager / MISU President will keep a log of this information.

4. Investigation and Risk Assessment

- 4.1 An investigation will be started within 24 hours of the breach being discovered, where possible.
- 4.2 The investigation will establish the nature of the breach, the type of data involved, whether the data is personal data relating to individuals, and if so who are the subjects and how many are involved.
- 4.3 The investigation will consider the extent of the sensitivity of the data, and a risk assessment performed as to what might be the consequences of its loss, for instance, whether harm could come to individuals or to MISU.

5. Containment and Recovery

- 5.1 MISU will determine the appropriate course of action and the required resources needed to limit the impact of the breach.
- 5.2 Appropriate steps will be taken to recover data losses and resume normal business operation. This might entail attempting to recover any lost equipment, using backup mechanisms to restore compromised or stolen data and changing compromised passwords.

6. Notification

- 6.1 GDPR requires organisations to notify the Data Protection Commissioner of a data security breach within 72 hours, unless the risk to rights and freedoms of data subjects is not significant.
- 6.2 The MISU General Manager / MISU President will also inform the Associate Vice- President Administration MIC, where appropriate.
- 6.2 Notice of the breach will be made to affected individuals to enable them to take steps to protect themselves. This notice will include a description of the breach and the steps taken to mitigate the risks. All communication to individuals will be in clear and plain language.

7. Review

- 7.1 Once the breach is contained a thorough review of the event will be undertaken, to establish the cause of the breach, the effectiveness of the response and to identify areas that require improvement.

7.2 Recommended changes to systems, policies and procedures will be documented and implemented as soon as possible thereafter.

Appendix 5 – Sample AGM Agenda

“Sample” Society AGM
Tuesday 18th September
Room T.1.16
6pm

- | | |
|-----------------------------------|---------------------------------|
| 1. Introduction | (Societies Officer or MISU Rep) |
| 2. Description of committee roles | (Societies Officer or MISU Rep) |
| 3. Election of committee | (Societies Officer or MISU Rep) |
| 4. Short term plan | (Committee) |
| 5. AOB | (Members) |

Appendix 6 – Clubs & Societies Financial Procedures

Capitation:

Capitation refers to the funding received from student contribution, which aids with the running of Clubs & Societies at MISU.

Capitation allocation is lodged directly to the AIB Clubs & Societies account in two instalments: one instalment per Semester.

Fundraising:

Fundraising refers to any monies which a Club/Society raise themselves through events, sponsorship and membership.

Fundraising money is lodged directly to the BOI Clubs & Socs account by each individual Club/Society. All Clubs & Societies accounts are administered and updated by the Clubs & Societies Coordinator at MISU.

Budget Forms:

Each Club/Society submits a planned income and expenditure budget at the start of each Semester. Clubs & Societies through this budget request an allocation from the Capitation fund.

Budgets are submitted by Week 4 of each Semester.

The Clubs & Societies Administration Committee will meet to review each budget and allocate allowance for the Semester.

All allocated funding remains in the AIB Clubs & Societies Account and is administered as requested by each individual Club/Society.

Income:

Any form of money a Club/Society receives through events, sponsorship, membership and student contribution. All income is lodged to the BOI Clubs & Societies account.

Each Club/Society will lodge any income directly through MISU.

Lodgements for the BOI Clubs & Societies account are carried out directly by the Club or Society. A lodgement record form must be completed by two committee members and retained by the Clubs & Societies Coordinator. A lodgement slip is also prepared by the committee members who place in the money in a lodgement bag, seal it and the seal number is recorded on the lodgement record form. The committee members bring the sealed lodgement to the bank.

Details of the lodgement are recorded by the Clubs & Societies Coordinator in the Clubs & Societies Lodgement Book and the Clubs & Societies Income and Expenditure Spreadsheet. The Finance Coordinator records the lodgement on SAGE. Any lodgement to the AIB Societies account is carried out by electronic funds transfer (EFT)

Expenditure:

Any form of money being spent by a Club/Society. Expenditure is categorised as being either Capitation expenditure or Fundraising expenditure. Either receipts or pro-forma invoice must accompany all expenditure.

To withdraw money from their account each Club/Society must fill out a requisition form from MISU. The committee Treasurer and one other committee member will sign requisition forms. Forms without these signatures will not be processed and there will be a delay in issuing payment.

Each requisition must be accompanied by either receipts or a pro-forma invoice unless in pre-approved circumstances.

Each Club/Society will stipulate on the requisition form whether they would like to spend funds from their Capitation account or their Fundraising account.

Capitation Spending:	pre-approved spending as stated in the Semester budget
Fundraising Spending:	general spending from monies, which the Club/Soc has raised themselves.

Once a requisition form is approved, a cheque is issued to the party named on the requisition form.

Expenditure under €15 can be administered from Clubs & Societies Petty Cash, which is held by the MISU Clubs & Societies Coordinator. Any petty cash is administered in the same manner as the points above.

Special Applications Fund:

It is understood that unplanned expenditure may occur during the year. Each year a Certain allocation of funding is held for special applications.

In order to access the Special Applications Fund a Club/Society must fill out a SAF Form which states the reason for request and benefits of receiving funding.

Each application must be accompanied by invoices/receipts where relevant.

The Clubs & Societies Administration Committee will review and decide on each application individually.

SAF funding is administered from the AIB Capitation account.

Office Till Sales:

Any Club /Society income, which is taken through the MISU Reception till. This income is usually for events and clothing.

Throughout the year, Club/Societies may ask to set up a button on the till so members can pay directly for clothing/events.

Each Club/Society will request this facility through the MISU Clubs & Socs Coordinator.

At the end of each month, the MISU Clubs & Socs Coordinator will invoice the MISU Finance Coordinator for all sales during that period.

The MISU Financial Coordinator will issue a cheque, which is lodged, directly to BOI Fundraising account and administered to each individual Club/Society account.

Appendix 7 – Schedules of Allowances

Clubs/Societies Annual Allowance Guidelines:

Clubs/Societies may reasonably expect to receive funding for your activities subject to the schedule of allowances. Constraints may be imposed due to available funding, your allocated budget, Students' Union approval and the status of your society (new clubs/societies are entitled to a maximum of €200 in their first year. Additional funding may be allocated for competitions which promote the general aims of the club/society and which promotes the club/society on campus and adds to the general social/cultural life of the campus. This is at the discretion of the Clubs & Societies Administration Committee.

Schedule of expenses

Guest Speakers:

Travel from abroad max €300

Speaker's dinner, reception, taxi and accommodation

Speakers outside Limerick max allowance €240: €120 accommodation & dinner, €40 transport and €20 taxi, €60 reception

Speakers from Limerick max allowance €140: €60 dinner, €60 reception, €20 taxi

For special dinner and accommodation deals contact MISU Clubs & Societies Coordinator

Special Events:

To a max of €60. The €60 hospitality element of the speakers allowance may be available for extraordinary or special events organised by the society, which promotes the society on campus and adds to the general social/cultural life of the campus and may be used to subsidise entry fee to a variety of events open to all members which the society attends as a team building exercise. Please note this is not available for your regular meetings, it must be open to the general student/staff body, be advertised one week in advance, and the request must be accompanied by a poster of the event and must be approved by the Clubs & Socs Administration Committee.

Club/Society Travel:

Travel Forms must be completed and returned to the Students' Union Office.

Bus 50% to a maximum of €600. Please note bus sizes vary and include 14, 24,28,45 and 52 seaters. MISU Clubs & Societies Coordinator will offer advise as to best method of travel for your trip.

An additional €100 may be available for the first trip (a minimum of 20 members must be travelling) subject to costs and if only one trip is planned.

Individual transport on Club/Society Business: Bus/Train return to a max of €20 per person in the republic & €25 Northern Ireland. Please be sure to avail of group rates. Transport costs are available for travel to inter-varsities and competitions and for travel, which is in the interest of the clubs/society's aims and objectives. Funding for one trip per annum is available for travel of a purely social nature.

Accommodation:

€15 per person for max 1 night per trip. Accommodation for travel of a social nature is available for a maximum of 30 members per club/society per annum. Additional accommodation funding will be available for clubs/societies representing the College at competition level.

Foreign Travel:

Up to a max of 50% subject to available funds. Accommodation to a max of €15 per person to a max of 2 nights. Annual max €500 per club/society. Apply by October 1st in term 1 and February 1st in Term 2. In exceptional circumstances, requests may be made after these dates. Travel forms must be completed and return to the MISU Clubs & Societies Coordinator.

Admin Costs:

Included in your budget is €100 per annum towards photocopying and stationery costs, which is available from MISU.

Workshops:

Max 50% per workshop to an annual total of €500. Once off classes: Up to 100% of

teachers fee subject to funds. Annual max €300

Productions:

Will be assessed on individual basis

Annual Party:

€100 per annum – One party per academic year will be subsidised, either Christmas or end of year.

Capital Expenses, Equipment and Materials:

€500 max. Please note equipment: subject to adequate storage facilities and up to date equipment inventory list.

Intersity organisation:

Max €600 per annum: subject to costs.

Conference Attending:

Max 50% subject to available funds

Conference Organisation:

Please consult with the MISU Clubs & Societies Coordinator.

Competition Entry Fees:

100% for competitions that promote the general aims of the club/society

Publishing:

Maximum of €350 per printed publication subject to actual cost. Please note free photocopying is available for newsletters, please consult with the misu Clubs & Societies Coordinator in relation to quantity.

Prize Money/Trophies:

Non-fundraising competitions: annual allowance €100. Fundraising will not be subsidised with the exception of events organised by registered college charity societies. Additional funding for unscheduled expenses may be available subject to

MISU Clubs & Societies Coordinator and Students' Union approval and available funds.

Special Applications Funding

Special Events Funding or as it is more commonly known the Special Applications Fund is a limited fund which is set up to act as a contingency fund to assist ALL Clubs/Societies financially.

Clubs/Societies that are already in receipt of a budget allocation can only avail of this fund for unforeseen expenditure or events that could not have been included in their budget by submission date.

Clubs/Societies that are not in receipt of a budget or that might be newly formed may also apply to the Special Application Fund. There is no stipulation on these Clubs/Societies regarding "unforeseen expenditure", this fund in effect acts as an interim budget but can only be applied on an event-by-event basis.

It is important to note that existing budgets are completely separate to this fund and Special Apps Funding is an additional source of financial aid.

Budgets do not have to be exhausted before qualifying for this fund.

The forms for the Special Apps Fund may be obtained from the MISU Clubs & Societies Coordinator and must be accompanied with relevant receipts or invoices/quotations. (Allocations will be made at the discretion of the Clubs & Societies Administration Committee, as appropriate)

Please note that the Special Apps Fund is limited and once the fund is exhausted, there are no further monies available from the SU.

As soon as ALL information is available, submit your application even if it is a month or more in advance of the actual event. The Clubs & Societies Administration Committee will process special Apps.

Special Applications Policy

Clubs/Societies in receipt of a budget are permitted to make an application(s) to a maximum of €1500 on a 50/50 basis in any given academic year. (You raise 50% of funding required to receive a matching 50%). This would cover unforeseen events subject to the Clubs & Societies Administration Committee approval

Clubs/Societies entitled to a budget but not in receipt of a budget would be entitled to make an application to the Special Application fund on a 50/50 basis in any given year up to maximum of €1000. (You raise 50% of funding to receive the 50% shortfall). If however these Clubs/Socs fail to secure a budget for a second consecutive year they would then be limited to the lower financial cap of €200 until a successful budget application is made. This would be subject to the Clubs & Societies Administration Committee approval.

New Clubs/Societies would be entitled to access the lower limit of €200. This is subject to the Clubs & Societies Administration Committee approval.

No special application will be processed until all paperwork is provided with the application. Failure to provide the relevant paperwork within 5 working days will result in the application being terminated

Special applications will be processed in the order in which they are received.

An application does not guarantee funding

Reallocation of Funds to Special Applications

This is an incentive to redistribute money from Clubs and Societies who are poorly run and failing to spend their funds, to those who are more organised and in need of additional funding.

Any Club/Society that fails to meet its projected targets, without giving an adequate explanation to the Clubs/Societies Administration Committee, may have the amount of its shortfall withheld and placed in the Special Apps fund.

If evidently, a Club/Society is not operational for more than 2 Academic years then its funds may be reallocated also.

These monies are subsequently re-distributed to the active Clubs/Societies who need the additional funding through the Special Events funding procedure.

Appendix 8 – MISU Poster Policy

How to get approved – where to go

A. All posters, flyers, and banners must be approved and stamped by a member in the Students' Union prior to posting.

Poster content

A. The name of the sponsoring organization or individual must appear clearly on all materials to be posted.

B. All materials with typographical errors, misspellings and/or misinformation must be corrected before being approved.

C. All posters must coincide with the MISU Alcohol Policy – must not contain alcohol references, brands or promotions.

D. Materials found offensive, demeaning or discriminatory against any demographic group will not be approved.

Where to post

A. Approved materials can be posted on the noticeboards in the Student's Lounge, the Library, the Computer Labs, the canteen and the corridors in the Foundation Building.

B. Approved materials can also be posted in the Students' Union, outside the Students' Union Shop and outside the Library

C. In some cases, approved materials may be handed in to the Student's Union Reception Desk to be posted around the college.

Where not to post

A. Approved posters, flyers and banners cannot be posted on the exterior of MIC.

B. Approved posters, flyers and banners cannot be taped or secured to glass, wallpaper, painted surfaces, screens, and splashguards in the cafes.

C. Approved materials are not allowed to be placed on cars, under doors, on the ground (sidewalks, roadways, grass, etc.) or in any location that may cause a safety, fire or litter problem.

D. Approved materials must be placed over surfaces that are completely solid. They may not cover any doorways, archways, windows, peepholes, heaters, or air vents.

E. Approved materials may not be secured in any fashion to any of the trees, bushes, shrubs, flowers or other living landscapes on the campus due to the potential of damage to these items.

Electronic posting

A. Posters and flyers sent via electronic mail must adhere to the college's posting policy

Removal of posters

A. All approved posters will be removed after a two-week period.

B. Any poster that does not have the official MISU stamp will be removed immediately.

Appendix 9 – MISU Clubs & Societies Social Media Policy

1. Rules regarding Social Media usage/activities:

1.1 All Clubs & Societies must adhere to the following when engaging in social media:

1.1.1 Be aware of your association with MISU when using online social networks.

You are prohibited from posting or publishing any material views or comments that in any way are in conflict with or could be seen to be in conflict with the MISU Constitution, the MISU Clubs & Societies Regulations or any other applicable document.

1.1.2 Clubs/Societies are prohibited from posting or publishing any material views or comments that in any way are in breach of or deemed to be in breach of confidentiality or bring into question the impartiality or autonomy of MISU.

1.1.3 You are personally responsible for what you post or publish on social media sites. Where it is found that any information breaches any policy, such as breaching confidentiality or bringing MISU into disrepute, you may face disciplinary action.

1.1.4 Be aware of data protection rules – you must not post personal details or pictures without their individual permission. Photographs of MISU events or activities should not be posted online without prior consent. Clubs & Societies must not provide or use their password in response to any internet request for a password.

1.1.5 Do not post or publish any comments or content relating to MISU or its employees, which would be seen as unacceptable. Make sure it is clear that the views and opinions you express are your own.

1.1.6 Once in the public domain, content cannot be retracted. Therefore, always take time to review your content in an objective manner before uploading. If

in doubt, ask someone to review it for you. Think through the consequences of what you say and what could happen if one of your colleagues had to defend your comments.

1.1.7 If you make a mistake, be the first to point it out and correct it quickly. You may factually point out misrepresentations, but do not create an argument.

1.1.8 It is very important that committee members immediately report any inappropriate activity or behaviour regarding MISU, its employees or third parties. Inform the Clubs & Societies Coordinator. All allegations made in good faith will be fully and confidentially investigated. You are required to cooperate with all investigations of alleged policy violations.

1.1.9 This policy extends to future developments in internet capability and social media usage.

1.2 In addition to the above rules, there are a number of key guiding principles that committees should note when using social media tools. These are intended for information purposes and it is a committees own responsibility that their social media activities are appropriate and proper:

1.2.1 Always remember that on-line content is never completely private;

1.2.2 Regularly review your privacy settings on social media platforms to ensure they provide you with sufficient personal protection and limit access by others;

1.2.3 Consider all online information with caution as there is no quality control process on the internet and a considerable amount of information may be inaccurate or misleading;

1.2.4 At all times respect copyright and intellectual property rights of information, you encounter on the internet. This may require obtaining appropriate

permission to make use of information. You must always give proper credit to the source of the information used.

2. SOCIAL MEDIA SECURITY

- 2.1 All Club and Society Committees are advised to maintain the security of their social media accounts. This includes, but is not limited to using secure passwords, changing passwords regularly, not disclosing your passwords to third parties, and logging out of accounts when leaving your computer/devices unattended. If you are concerned about any activity on your social media account, however created, and its interaction with your employment, please contact the MISU Clubs & Societies Coordinator.
- 2.2 Clubs & Societies will be required to add a nominated MISU Representative as an admin on any Social Media accounts in our to ensure continuity of accounts.

3. ENFORCEMENT

- 3.1 Non-compliance with the general principles and conditions of this social media policy and the related internet and e-mail policy may lead to disciplinary action.
- 3.2 This policy is not exhaustive. In situations that are not expressly governed by this policy, you must ensure that your use of social media and the internet is at all times appropriate and consistent with your responsibilities towards MISU. In case of any doubt, you should consult with the MISU President.

Appendix 11 – Risk Assessment Forms

Major or Standard Events - Risk Assessment Form

Version No.: Rev 1 April 2011

Section 1

1. Event Name
2. Event organiser
Name (print): Faculty/Office/Other: Tel: Email:
3. Date and time of Event
4. Location of event(s) to be held on Campus grounds or buildings
Location: Building: Room No: Other:
5. Expected Numbers to Attend
6. If Minors under 18 will be attending, provide details on the age groups and of levels of supervision arranged

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Major or Standard Events - Risk Assessment Form

Version No: Rev 1 April 2011

Section 2 - Identify hazards - consider all the activities within the social event and tick the boxes of significant hazards that apply

1. Fire hazards		7. Layout and traffic routes		13. Pressurised equipment		19. Inflatables		25. Seating arrangements		31. Confined space	
2. Crowd control		8. Lighting levels		14. Noise and vibration		20. Other temporary structures		26. Welfare		32. Lone working	
3. Slips, trips, housekeeping		9. Lighting systems		15. Environmental noise		21. Fairground equipment		27. Sanitation		33. Vehicles, driving	
4. Fall of person		10. Heating and ventilation		16. Communication		22. Lasers		28. Food provision		34. Machinery/lifting equipment	
5. Fall of objects		11. Electrical equipment		17. Violence to attendees or staff		23. Fireworks		29. Work with animals		35. Other - please specify	
6. Manual		12. Use of		18. Marquees		24. Pyrotechnics		30. Chemicals,			

Section 3 - Who may be at risk – tick the boxes of all relevant persons at risk

Staff		Contractors		Students	
Children		Visitors		Special needs	

Major or Standard Events - Risk Assessment Form

Version No: Rev 1 April 2011

Activity no.	Hazard type	How might the hazard cause harm?	Who may be harmed?	Control measures already in place	Is residual risk now acceptable? (Yes/No)	If not acceptable, list additional control measures	Risk Rating (L,M,H)	Action by whom
Event Organiser		Name: Signature: Position: Date:			Approver of Risk Assessment (Health and Safety Officer) Email: caroline.duffy@mc.ul.ie Tel 204914		Name: Signature: Position: Date:	

Appendix 12 – Travel/Trip Regulations

Clubs/Societies engaging in trips or travel either foreign or domestic are required to obey the following rules:

General:

1. The Clubs & Societies Coordinator must be informed of intention to travel at least 10 college days in advance of departure date for domestic travel and 20 colleges days in advance for overseas travel
2. The committee members must liaise with the Clubs & Societies Coordinator in relation to all aspects of the trip including travel methods, numbers of students attending, cost and insurance implications. The Clubs & Socs Coordinator must approve all aspects of the trip.
3. Each member of a Club/Society travelling must fill out a Travel Form and return to the SU at least 5 working days in advance of Travel.
4. Club/Society members under the age of 18 at time of travel must have written parental consent to participate.
5. Students who travel to a Club/Society event through their own methods do so at their own risk.
6. The MISU Clubs/Socs Coordinator, MISU Sabbatical Officers or MISU General Manager reserve the right to cancel/amend any aspects of the trip in the interest of student welfare/safety.

Finance:

7. Any member of a Club/Society involved in a trip must have paid their annual membership fee in order to travel.
8. Deposits paid through MISU Office for trip must be paid at least 5 college days before travel.
9. Participants who have not paid outstanding amounts by the deadline date will not be permitted to travel.
10. Clubs/Societies are only permitted to fund travel from their budget to a maximum of 50% & subject to available funds.

Health & Safety:

11. Trip participants who are under the age of 18 require parental consent before travel.
12. Each participant is solely responsible for making an informed decision as to whether the trip is a suitable activity for them.
13. Participants must inform and declare any pre-existing medical conditions that may affect their ability to participate in activities or affect emergency first aid treatment. In certain cases, participants may be required to present medical permission to engage in said activities.
14. Participants who receive medical attention whilst on a trip must inform the SU as soon as possible. The participant must insure that they are completely satisfied they have received all the treatment they require before discharge,
15. Participants must not jeopardize their own health and safety or that of others.
16. If consuming alcohol, participants must be of legal age and drink in a responsible manner which will not endanger their own health and safety or that of others.

Discipline:

17. All MISU Clubs & Societies members shall be expected to abide by the MISU constitution and the Clubs & Societies Regulations Document.

If any member of the Union believes that an elected MISU Official or a member of an MISU Club or Society has breached the MISU Constitution, the Clubs & Societies Regulation Document or other related documents, then they are entitled to submit their complaint to the MISU Disciplinary Committee

Appendix 13 - Revisions

Date of this revision: August 2018	Date of next revision: August 2019
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Revision Number	Date	Changes
1.0	07.11.2018 (passed by Union Council)	Update of entire document to bring in line with current procedures.