



**UCC  
SOCIETIES**  
Cumainn Choláiste na hOllscoile Corcaigh

# **UCC Societies Policies, Procedure & Operational Rules**

*Ratified by Senate 21/10/2025*

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# UCC Societies Executive Policy

## 1. Introduction

UCC Societies is the governing body of all UCC Societies. As per the Societies Constitution the Societies Executive, as the representative body for societies and their committees, is responsible for the drafting of policy for ‘the good running of Societies’. From March 2014, policies that have been drafted by the Societies’ Executive are required to be ratified by the Societies’ Senate. For ease of access and in the spirit of transparency all policies, procedures and operational rules shall be added to this document. It is envisioned that this document will be amended and added to over time. Any motions passed by Senate will also be added into this policy book. To gain a full understanding of the policies and procedures of UCC Societies this document should be consulted in tandem with the [Constitution](#), [Strategic Plan](#) and [Schedule of Allowances](#).

## 2. Recognition of Societies

### *2.1 Registered Societies*

Registered Societies must operate in accordance with UCC Societies policy. As outlined in the UCC Societies Constitution, registered Societies are entitled to:

- Display posters within the university in line with UCC Societies guidelines.
- Book rooms in accordance with the procedures of the relevant UCC offices.
- Hold events on campus.
- Represent their Society off campus.

Registered Societies must maintain regular communication with the Societies Executive. The Societies Executive has the authority to terminate a Society if

it refuses to communicate with, or acknowledge, the Executive as the regulatory body for UCC Societies.

Each Society is subject to a Mid-Year Review. This review is conducted by the President in conjunction with the officer who represents the Society's repping group on the Executive (the Rep.). Details of procedures are outlined in Section 2.2.1.

### ***2.1.1 Society Emails***

All Societies must operate from their designated [@UCCSocieties.ie](mailto:@UCCSocieties.ie) email address only. All society committee members should be given access to the society's [@UCCSocieties.ie](mailto:@UCCSocieties.ie) email address once their term begins, to allow access to society information, trainings, and resources.

### 2.2. New Society Applications

New Society applications are managed by the New Societies Portfolio, which is assigned by the President to an Ordinary Committee Member (OCM) elected at the AGM. Upon appointment, this officer manages the portfolio of New Societies alongside the President.

The UCC Societies Executive accepts applications for new societies during designated application periods each year. The timing and number of these periods are determined annually by the New Societies Officer in conjunction with the President.

Information regarding the application process can be found here. Each application must include:

- A proposed constitution.
- Complete answers to all questions in the application form
- Founding members details
- 200 student signatures collected using the official form available from the Societies Office

Signatures must be collected on the official form, returned to the Societies Office by 3pm each day and submitted with the final application.

Completed applications must be sent to the New Societies Officer at

[newsocieties@uccsocieties.ie](mailto:newsocieties@uccsocieties.ie).

All applicant societies must be non-discriminatory in their aims, membership, governance, and activities, and must operate in keeping with

the ethos, aims, objectives, and policies of UCC Societies.

Applications are considered by the Societies Executive and will be rejected

if:

- The remit outlined is already covered by an existing Society (a full list is available on [societies.ucc.ie](https://societies.ucc.ie)).
- The remit is limited to a single-issue campaign.
  - A single-issue Society is one formed around a specific interest, topic, person, or cultural phenomenon, with activities focused entirely on that single subject (e.g., “Yes to Referendum X Society,” “Barbie Society,” “Frog Society”).

Applications may also be rejected at the discretion of the Executive. In such cases, written feedback will be provided to the applicant. Applicants may reapply twice - once immediately after rejection, and once in the following academic term. Applicants are encouraged to liaise with the New Societies Officer to strengthen their application before reapplying.

### ***2.2.1 Probationary Period***

Each newly established Society shall be placed on probation for a period of two academic years and will be subject to review by the Societies Executive. Following the completion of this period, a Society may be granted full status, disbanded, or, at the discretion of the Societies Executive, granted one additional probationary year. Failure to pass the Mid-Year Review during the probationary period may result in the Society being considered for disbandment at the end of that academic year.

During this period, new societies may not undertake large-scale events including but not limited to non-competitive foreign trips and society Balls.

### **2.3 Disbandment**

The Societies Executive may disband a Society in the following cases:

- Refusal to communicate with, or acknowledge, the Executive as the regulatory body for UCC Societies.
- Serious or repeated misconduct.
- Significant or ongoing breaches of UCC Societies regulations.
- Significant or ongoing breaches of broader University policies.
- Failure to pass the Mid-Year Review in 2 out of 3 consecutive years (see Section 2.3.1).

A disbanded Society wishing to regain registered status must apply through the New Society application process. However, reapplication is not permitted until two years have passed from the date of disbandment.

#### ***2.3.1 Mid-Year Review***

The Mid-Year Review is conducted annually at the end of Semester 1. It evaluates each Society's activity, engagement, and conduct across several areas, including but not limited to:

- Attendance at mandatory trainings and Senate.
- Engagement with the Society's Executive Representative.
- Accessibility of social media and events.
- Financial management.

The review is conducted by the President in collaboration with the Executive. Any Society that fails the review will be invited to meet with the Executive to discuss results and, if necessary, develop a corrective action plan.

Failure to respond to this meeting request will result in the Society being put forward for a vote on disbandment at an Executive Meeting at the end of the term. Failure to pass the Mid-Year Review in two out of three consecutive years may also result in disbandment.

Societies which receive 50% or less in their Mid-Year Review will receive an End-of-Year Review at the end of Semester 2. This will inform the decision for the society to be put forward for disbandment.

### **2.4 Societies with Affiliation to External Groups**

All UCC Societies must disclose any affiliations or associations with external organisations. Societies operate as registered UCC Societies and are recognised solely under this status. Any affiliation with an external organisation is secondary to this recognition.

All Societies are subject to UCC Societies policies, procedures, regulations, and codes of conduct. Society activities, governance, and operations must remain compliant with University College Cork regulations at all times.

Individual students may choose to join external organisations independently; however, membership of an external organisation must not be a requirement or condition of membership within a UCC Society.

#### ***2.4.1 Types of Affiliation***

Societies may seek affiliation with external organisations where permitted within their constitution. Societies based on or using the name of a recognised external body are required to maintain affiliation with their recognised external body.

Any external organisation affiliated with a Society must have an ethos consistent with the values, policies, and procedures of University

College Cork and UCC Societies.

### ***2.4.2 Approval and Use of External Names and Branding***

Where a Society seeks affiliation with an external organisation, the following requirements apply:

- A formal Affiliation Agreement must be in place between the Society and the external organisation. This agreement must clearly outline the terms of the affiliation, including (but not limited to) the use of the organisation's name, branding, intellectual property, and any other relevant permissions or obligations. This should be shared with the Societies Officer for approval.
- Societies must ensure that any use of external branding complies with the terms set out in the Affiliation Agreement and does not conflict with UCC Societies branding guidelines.
- Societies must ensure that any agreements laid out in the Affiliation Agreement do not conflict with the policy and procedure of either UCC Societies or University College Cork.
- There must be a clear and consistent distinction between the UCC Society and the external organisation across all activities, communications, and promotional materials.

### ***2.4.3 Governance and Responsibility***

Societies remain fully accountable to UCC Societies and University College Cork in all aspects of their operations.

While support from external organisations is permitted and encouraged, Societies must ensure that their conduct does not bring either UCC or the external organisation into disrepute.

The day-to-day running of a Society, including decision-making and activities, remains under the authority of UCC Societies policies and

governance structures.

### ***2.4.4 Membership and Recruitment***

During recruitment activities (including Societies Day or use of the UCC Societies Portal):

- Students may only be signed up as members of a UCC Society.
- No separate membership forms may be used or offered.
- Student data may not be shared with the external organisation.
- If students wish to sign up to an external organisation, the society may signpost them on how to do this through their own accord.

All UCC Society membership records must be returned to the Societies Office in line with required procedures.

### ***2.4.5 Disaffiliation from External Organisations***

An external organisation may withdraw affiliation from a UCC Society where it can demonstrate that the Society no longer represents its aims or has brought the organisation into disrepute.

Where this occurs:

- The Society must cease use of the external organisation's name, branding and identity immediately.
- The Society may continue to operate under a new name, subject to approval by the UCC Societies Executive.

### ***2.4.6 Voluntary Disaffiliation***

A Society may choose to disaffiliate from an external organisation. In such cases:

- The Society must immediately cease use of the external organisation's name, branding, and identity.
- The Society must continue to operate in full compliance with UCC Societies policies.

### 3. Finance

The Societies Executive distributes funding allocated by the University to Societies through the Finance Sub-committee, which is composed of the President, Executive Finance Officer, Societies Officer, and Senior Executive Assistant.

Each Society is provided with:

- A bank account.
- Access to finance via the Societies Portal.

End-of-year accounts must be completed by the Societies Office, then ratified by both the Finance Sub-committee and the Society itself. This Financial Report must be included in each Society's Crossover Document.

**Note:** Funding for Political Party Societies and Charity Societies is limited in line with guidelines from the Standards in Public Office Commission, Charities Act 2009 and Charities Regulator's Guidance.

All policies in relation to Societies and Finance can be found in [UCC Policy in Relation to UCC Societies](#).

#### *3.1 BDS Guidelines*

Finance requests for products and services that fall under the UCC Societies [BDS \(Boycott, Divest, Sanction\) Guidelines](#) will not be approved. Exceptions may be made if the Society can demonstrate that the item or service cannot be purchased or provided from an alternative source. This should be provided within the finance request.

### 4. UCC Societies Portal

The UCC Societies Portal is the system through which Societies manage their

organisation, events, and finances.

All committee members must be added to the Portal after every AGM, EGM, or election by interview. Access to the Portal is restricted to official committee members only. An individual is only recognised as a committee member if they are listed on the Portal.

Sub-committee members, who are not part of the main committee, are not permitted to be added to the Portal.

Societies must use the Portal to manage all finances and record income and expenditure throughout the year. For more detail on finance procedures in the Portal, refer to the [Finance Policy](#) and [training materials](#).

### 5. Society Events

All UCC Societies events are subject to [UCC Policies and Procedures](#). All students should be able to attend a society's event without fear of bullying or harassment. All speakers, facilitators and participants at society events must follow the [UCC Student Policies & Procedures](#). Under no circumstances should abusive, personal, or aggressive comments be made at a society event.

The following are the rules that pertain to event organisation:

- Risk Assessments must be completed and approved before a room can be booked or an event publicised.
- Rooms should be left the way they were found.
- Room bookings must be submitted at least 48 hours in advance of an event.
- Mystery tours are not allowed.
- Events involving animal racing or animal racing organisations are not allowed.

- Maximum two free drinks per person for any on-campus function.
- Maximum one free drink per person for any off campus events.
- Drink vouchers may not be provided.
- Organisers of Society events such as Balls should ensure that the sale, distribution and consumption of alcohol at these events is conducive to the low risk consumption of alcohol by participants.
- All large scale events exceeding 75 attendees off-campus or 100 attendees on-campus, or any event that has a DJ or band present, must make provisions for a quiet zone at the event. This includes booking a separate room/area for the quiet space, and providing sensory activities and items.

### ***5.1. Society Trips Off-Campus/Abroad***

When attending events off-campus or travelling abroad on society-related trips, all members are considered representatives of both University College Cork and the society. As such, the same standards of behaviour and respect expected on campus apply equally when away.

Members are expected to:

- Uphold UCC Societies reputation by acting respectfully towards fellow students, staff, hosts, and the public.
- Follow all rules and guidelines outlined in this policy book, particularly Health & Safety Policy (Section 8), in addition to any instructions provided by organisers or UCC.
- Adhere to local laws and regulations in the area they are visiting, whether elsewhere in Ireland or abroad.
- Prioritise safety and wellbeing, ensuring that all activities are conducted in a responsible and inclusive manner.

At least 2 committee members overseeing the off-campus event or trip must have attended consent training.

Any breaches of conduct during an off-campus or overseas trip will be treated with the same seriousness as if they occurred on campus.

### ***5.2 Balls and large-scale events***

All Societies organising a ball must attend ball training and liaise with the Societies Executive at the beginning of the term. They must provide dates and location of ticket sales, information of any promotional events and the Ball itself.

For Balls and large functions, the following security and medic numbers are required:

- Security:
  - 1 Security staff for 100-300 attendees
  - 2 Security staff per 100 guests thereafter
  - Or according to the hotel contract
- Security staff must be booked at least two weeks in advance of the event.
  
- Medical cover:
  - 1 medic for 1-500 attendees
  - 2 medics for 501-1000 attendees
  - 4+ medics for 1001+ attendees
  - Or according to the hotel contract
  - Larger groups, always get advice from Tekken Security
  
- Student Care Support (SCS), provided by Tekken Security:
  - 2 SCS members for 200 attendees or less
  - 3 SCS members for 200-500 attendees
  - 4 SCS members for 500-1000+ attendees

Societies organising events like markets or events on campus, that include vendors, must follow the [UCC Casual Traders on Campus Policy](#).

Societies liaising with high-profile guests must consult the [Protocol for VIP Visit to UCC](#).

### ***5.3 Inclusive Media & Events***

All UCC Societies are required to avoid the use, promotion, or support of media connected to the author J.K. Rowling.

This policy applies to all society activities, including (but not limited to) event themes, performances, screenings, competitions, publications, promotional material, and social-media content.

Societies must not organise or participate in events which use or promote creative works authored, produced, or financially benefiting JK Rowling, including the Harry Potter series, related films, or derivative franchises.

Where uncertainty arises regarding whether a work or activity falls under this policy, societies should consult the Societies Executive for guidance before proceeding.

## **6. Sustainability**

### ***6.1 Postering***

Advertising is key for promoting a Society. Printing facilities for Societies activities are provided in the Clubs and Societies Office, in the Hub. Other signage includes the digital poster boards in the office, and near the Quad.

The following are the rules that pertain to postering and ads:

- Abuses of the printing service will result in a €50 fine for the Society. This includes but is not limited to excessive printing, unstamped posters, printing unrelated materials, or ignoring guidelines.
- Societies shall not poster over another Society's poster. However, if a poster is out of date you may remove it to make space.
- Each poster must clearly show the Society's name and title of the event. A sponsor's name shall not be bigger than that of the Society's.

- Only A4 or A5 posters are allowed.
- A maximum of 12 posters per event are allowed.
- All posters must be approved and stamped by the Societies Office before being posted anywhere.
- It is encouraged that all posters should be recycled correctly after use.

Posters must be removed maximum one week after an event takes place. If a poster is not removed in this timeframe, the society in question will have to pay a €50 fine. After three offences, the Societies Office will not stamp the society's posters for the duration of one semester. The full printing guidelines are available on page 8 of the [Guide to Admin](#).

### ***6.2 Plastic-free Policy***

The policy calls on the university to remove single-use plastic items by 2030.

The items covered by this policy include but are not limited to:

- Single-Use beverage containers i.e. coffee cups, drinks cups etc.
- Single-Use salad containers/lunch boxes
- Single-Use plastic cutlery
- Single-Use plastic bottles (e.g. for water/soft drinks)
- Plastic Cutlery & Plastic Packaging (e.g. Individually wrapped sweets/Sandwiches etc)

This means that single-use plastic items are not to be distributed by Societies or at society events.

## **7. Branding**

When branding any item in relation to UCC Societies, or the UCC Societies Executive, the UCC Societies approved branding must be used. This is inclusive of fonts, colours and logos which are all outlined in the UCC Societies brand pack. This branding must not be altered in any way. The correct logos needed for branding are available from the UCC Societies President and PR and Media Officer.

Individual Societies must make clear on their promotional material including logo and social media accounts that they are a registered UCC Society and must adhere to the following format of their name: UCC X Society or the equivalent name in the working language of the society.

Individual Societies are permitted to use their own logos, provided they are approved by the UCC Societies Executive. If a society wishes to rebrand, it must be sent to the PR & Media Officer, to be approved by the Societies Executive. A society may only rebrand once every three years.

### **8. Health and Safety**

All societies as well as the Societies Executive are expected to maintain a high level of health and safety at all society events, including off campus events such as trips, balls etc. All events, both on and off campus, must be risk assessed in accordance with the health and safety policies. All risk assessments must be submitted a minimum of two weeks in advance, and cannot be advertised until approved.

All health and safety policies including risk assessments are available on the [UCC Societies website](#).

### **9. Emergency Guidelines Policy**

In response to any state of emergency, guidelines may be implemented by UCC and/or the Irish Government which may restrict the activities of Societies in certain capacities. These restrictions (i.e. no in-person events, limited numbers of attendees, etc.) will be communicated to all societies via email from either the Societies Officer or the Societies President. All societies are required to adhere to these guidelines in their entirety for the safety and well-being of committees, members and the population in general.

If a Society is found to be in breach of any rules implemented in the manner outlined above, a report will be filed with the relevant University authorities.

### 10. Bullying and Harassment Policy

This policy outlines the definitions of behavior that UCC Societies views as discriminatory and unacceptable. This policy also outlines how to create a safe and friendly environment in all societies activities. Finally, UCC Societies complaints mechanism and the process for disciplinary action are outlined.

- All students have the right to enjoy societies without fear of bullying or harassment of any sort.
- UCC Societies has a duty to all societies' members to create a safe, caring and inclusive environment where all students are treated equally.
- All university policies in relation to bullying and harassment such as the Student Charter, Duty of Respect and Right to Dignity Policy, and the Student Rules must be adhered to.
- All definitions and rules herein apply to all Societies and the Societies Executive.

#### Definitions:

- Harassment is defined as any form of unwanted conduct related to any discriminatory grounds, if the conduct has the purpose or effect of violating a person's dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment for the person. The discrimination can be:
  - marital status
  - gender
  - gender identity
  - religion

- sexual orientation
  - race
  - membership of the Traveller community
  - family status
  - This list is not exhaustive.
- 
- Common harassment behavior can be the following but is not limited to;
    - unwelcome physical contact
    - inappropriate looks, comments or suggestions
    - interfering with or damage to property
    - threats or extortion
    - comments, gestures, jokes or displaying or circulating offensive material
    - hostile attitudes
    - practices or structures which discriminate against an individual or group of persons
- 
- Sexual harassment is defined as any form of unwanted verbal, nonverbal or physical conduct of a sexual nature if the conduct has the purpose or effect of violating a person's dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment for the person.
- 
- Common sexual harassment behavior includes, but is not limited to;
    - verbal or physical advances
    - requesting sexual favors
    - asking about someone's sexual preferences
    - fantasies or activities
    - asking someone about their sexual orientation in an aggressive manner

- asking someone their gender identity in an aggressive manner
  - repeatedly asking for a date after someone has expressed lack of interest
  - unwelcome patting
  - hugging or touching someone's body
  - hair or clothing
  - making comments
  - jokes, sexual innuendo
  - displaying or circulating offensive and/or pornographic material
  - making disparaging remarks to someone about their gender or body.
- 
- Bullying is defined as repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, which can reasonably be regarded as undermining the individual's right to dignity. An isolated incident of the behavior described in this definition may be an affront to a person's dignity but as a once off incident is not considered bullying.
  
  - Common bullying behavior includes but is not limited to;
    - unreasonably blocking someone's progress or advancement
    - persistent picking on someone
    - manipulation of someone's reputation
    - manipulating the nature of someone's work or ability of someone to do their work
    - social exclusion or isolation
    - unwarranted or constant criticism
    - preventing someone from speaking
    - shouting

- public reprimands
- rages or insults
- unwanted physical contact
- physical abuse or threats of abuse to an individual or an individual's property
- undermining an individual's work or self-esteem
- verbal abuse/insults
- intimidation
- aggression
- humiliation and blame for things beyond the person's control
- the intentional misgendering or deadnaming of an individual with intent to cause harm.

### **11. Complaints Procedure**

In the event a society member, a general member or a committee member, would like to make a complaint against another society member, a member of the Societies Executive or a Society within UCC, the following procedure will apply:

At the first instance, the complainant should contact the Societies Executive Welfare Officer, Societies President or in some instances Societies Officer to discuss the alleged complaint with them briefly and informally.

Where appropriate the student may be asked to fill out the Societies Complaints form. Once signed by the complainant matters will then be discussed in full with the Societies President and Societies Officer. In the event the complaint is about the Societies President, the Vice-President or another member of the Societies Executive will then step in. This form will be kept on file in the Societies Officer Drive for a period of seven years, in line with UCC's GDPR data storage policy.

It should be noted that UCC Societies can only deal with complaints of breach of UCC Societies Rules, Policies and Procedures. Where necessary the issue may be escalated to the necessary person/people.

Record of any meetings and documentation will be kept in a dedicated spreadsheet in the Societies Officer Drive, which the Societies President and Societies Executive Welfare Officer shall have access to. This spreadsheet will only exist to ensure that proper record keeping of issues within societies is maintained and will not be made publicly available. Access to this spreadsheet will be removed from the Societies Executive President and Societies Executive Welfare Officer in advance of the crossover period, to be restored by the Societies Officer when deemed appropriate.

Any documentation gathered by UCC Societies during the consideration of the complaint, including the original complaint form may be forwarded to Campus Watch if appropriate. This may not preclude an informal resolution to the complaint but may invoke a formal resolution process.

Note: The discretion to forward the complaint to Campus Watch may be exercised by the Societies President or Societies Officer, where it may be alleged that a student has breached the UCC student rules.

### ***11.2 Confidentiality***

Statements, letters and other communications shall be confidential to those involved in the procedure to the greatest extent possible, compliant with entitlement of the Complainant and Respondent to the full disclosure to them of all relevant documents. Complaints that are received into an email account shall only be forwarded to relevant parties, such as the Societies Officer and the Societies President, or Campus Watch.

### ***11.3 Procedure for Vote of No Confidence in an Officer***

Motions of no confidence should only be considered as a last resort and in the most grievous of circumstances where an officer has consistently failed to fulfil their constitutional role, who has brought the Society into disrepute, or where there is a welfare concern. This includes welfare concerns raised by individual Society members, for the Society as a whole, and for the individual in question.

A minimum of two committee members may come together to bring forward a motion of no confidence against any officer on the committee. This motion must be submitted in writing to the society chairperson. A meeting with your Societies Executive Representative must be held before a vote of no confidence is brought forward.

Upon receiving a motion of no confidence:

- The chair shall circulate the motion to the rest of the committee and the officer concerned.
- The chairperson shall then wait at least the minimum amount of time specified within the Societies constitution to announce a meeting before holding a meeting of the committee to discuss the motion.
- A motion of no confidence shall take priority over all other business of the society.

At this meeting:

- A Societies Executive Representative must be present to oversee the discussion and the vote of no confidence.
- The officer shall be given the opportunity to offer their perspective to the committee in advance of a vote taking place.
- To pass, a motion must be supported by a two thirds majority of the full society committee. The officer concerned may also cast a vote.

- The voting process will remain anonymous, with the result of the vote recorded in the minutes.
- If the motion is passed the officer shall immediately vacate their position.

### ***11.4 Motion of no confidence in the Chairperson***

Where the chairperson is the officer facing the motion, the vice-chair shall chair the above process. Where the vice-chair has a conflict of interest the Society shall follow constitutional order to delegate chairing the above process.

Following a vote of no confidence the officer concerned must meet with the Societies President and the Societies Officer to discuss next steps. Depending on the nature of the reason for the vote of no confidence the concerned officer may be asked to not rejoin the society in question or join any further committees for a period of a year. This will be enforced by the Societies Officer and communicated during the crossover period.

Where a vote of no confidence is proposed but the officer chooses to resign instead they will still be required to meet with the Societies President and the Societies Officer to discuss the next steps forward. A record will be kept of the decision to resign in line with above policies on keeping of records for welfare purposes.

## **12. Societies Spaces**

A Societies Space is defined as the Societies Office or any space where a society event is being held. These are friendly and safe environments that enable people to carry out their society work. It is everyone's responsibility to make sure that there is a positive atmosphere in these spaces. This is particularly important during times when people are stressed.

Examples of inappropriate behaviour would be:

- Any of the previously mentioned behaviour covered under definitions.
- Discussion of inter-committee or inter-society problems; these are issues that should be discussed in private and not in these spaces. The exception to this would be discussing it with the President or Executive Representative in a private meeting.
- The criticism of election manifestos.
- The use of discriminatory language including but not limited to: sexist language, racist language, homophobic language, xenophobic language and transphobic language.
- Criticism and/or the undermining of other societies' events.
- It is important to note that Society spaces are strictly apolitical and any method of campaigning done in these spaces for a seat on any local, national, or student representative body is not allowed under this definition; this includes but is not limited to the Societies Executive, Clubs Executive, or any body within the Students' Union.

### 13. AGMs & EGMs

Each Society is required to hold an AGM in the second term for the purpose of electing officials and reporting on activities.

AGM's & EGM's must be inline with the Societies [AGM & EGM Regulations](#).

### 14. Sub-Committees

Sub-committees are groups set up to work on a particular remit, subject, or project.

- Subcommittees must be approved by the Societies Executive upon creation, based on an initial Terms of Reference (TOR), to ensure that they are regulated and comply with UCC Societies policy. Once

approved, a subcommittee remains active unless:

- It is disbanded by the Societies Executive under the terms below.
- Or
- Its Terms of Reference are updated, in which case the revised TOR must be reapproved by the Societies Executive.
- The Societies Executive will take into consideration the number of active sub-committees a society has, as well as the topic, reason or necessity for the sub-committee, when approving the creation of sub-committees.
- Sub-committees may be disbanded by the Societies Executive if they breach the policies outlined in this document or if they remain inactive for a full academic year. Disbanded sub-committees cannot reapply for a period of one year.
- At least one member of the society committee must sit on the sub-committee to ensure that their work is in line with the work of the society.
- Sub-committee's must operate from their parent society email or from an @uccsocieties.ie email address.
- Sub-committee members cannot be registered on the committee portal unless they are a member of the main committee society.
- Sub-committee finances should be managed through the parent society, unless otherwise agreed with the Societies Executive.
- It is recommended that societies do not have more than 3 subcommittees.
- Sub-committees are permitted to have social media accounts, however there must be a clear declaration of their Sub-committee status and which Society they are affiliated with.
- The only body allowed to describe themselves as a Society is the registered Society itself. Sub-Committees and working groups are not permitted to call themselves a Society in any

circumstances.

- In certain rare cases if the nature of the subcommittee needs any additional institutional support, it can be approved on a case-by-case basis by the executive.

### **15. Social Media & Online Activity**

This policy applies to all UCC Societies Executive members and Individual Committee Members on any UCC Society, as well as any social media accounts or web domains connected to the UCC Societies brand i.e. any individual society accounts, official committee group chats, individual society websites etc.

This policy does not apply to UCC Societies Executive members/Individual Committee Members' personal use of social media, unless it directly relates to the work of UCC Societies or the UCC Societies brand.

#### ***15.1 Official UCC Societies Accounts or Domains***

- UCC Societies brand account @UCCSocieties on Instagram, TikTok, X/Twitter, Facebook and LinkedIn.
- Any account or domain relating to a UCC Society or UCC Society Subcommittee.

#### ***15.2 Creating a UCC Societies Social Media Account or Domain***

When creating a UCC Societies affiliated account or domain, it's imperative to adhere to the following format of their name: UCC X Society, UCC X Soc, or the equivalent name in the working language of the society. Examples include;

- @UCCElephantSoc
- @UCCChocolateSociety
- @AnChuallachtUCC
- www.UCCFrogSociety.ie

Accounts or domains associated with UCC Societies or the UCC Societies brand should not be made without approval from the UCC Societies

Executive and should be set up using an official UCC Societies email address, for example, Elephant@uccsocieties.ie. If you're setting up Two two-factor authentication, this must be done using your society email address.

When branding any item in relation to UCC Societies using either the UCC crest or the UCC Societies logo, the correct logo must be used. Neither of these logos can be altered in any way. **The correct logos needed for branding are available from the UCC Societies President [president@uccsocieties.ie](mailto:president@uccsocieties.ie) or the Societies PR and Media Officer [pro@uccsocieties.ie](mailto:pro@uccsocieties.ie).**

### *15.3 Linking UCC Societies to your Personal Social Media*

If you refer to your position on the UCC Societies Executive or as a UCC Societies Committee Member in your social media bio, you should be mindful that you are connecting yourself to the UCC Societies brand. It is encouraged that you insert '**Views My Own**' or another related sentence alongside this to protect yourself and the UCC Societies Brand, noting that you do not represent the brand publicly and that anything you say or any views you share are not the views of UCC Societies.

#### **Sample Sentences:**

- Views my Own
- RTs aren't endorsements (specific to X/Twitter)
- All Views are my Own
- Mo thuairimí féin amháin

**Your personal social media accounts are personal, and should not be used as accounts affiliated with UCC Societies.**

- Your personal account should not be used as a means of correspondence with your society membership, all official communication should be done via official society social media accounts, emails or communication spaces.
- You should not create personal social media posts using the UCC Societies logo or branding without explicit permission from the UCC Societies President.

### *15.4 Social Media Etiquette When Using a UCC Societies Affiliated Account*

- Respect others' views and opinions.

- Do not engage in conduct that would be viewed as unacceptable offline.
- Share information that is true, be aware of fake news and sharing misinformation.
- Do not share information about, record or take/post photos of event attendees, society members, fellow committee members etc. without their prior consent.
- Remarks made about individuals, organisations or other Societies which are of an offensive, derogatory or threatening nature on social media may result in disciplinary action being taken in line with the UCC Student Rules.
- UCC Societies will not tolerate any form of discrimination, including but not limited to, gender, marital status, family status, age, disability, sexual orientation, race, religion, and membership of the Travelling community.

Common sense should be applied when sharing posts online. All individuals involved in the work of UCC Societies should exercise care and discretion with their use of social media.

If you are unsure if something is appropriate to post, take caution, and contact the UCC Societies President [president@uccsocieties.ie](mailto:president@uccsocieties.ie), or the UCC Societies PR and Media Officer [pro@uccsocieties.ie](mailto:pro@uccsocieties.ie).

### ***15.5 Accessibility Symbols***

All societies must include the Accessibility Symbols, originally created by UCC Bród Society, on event promotional materials (e.g., posters, social media posts). These symbols indicate accessibility features such as wheelchair access or sensory-friendly environments, promoting inclusion, transparency, and informed participation.

### ***15.6 Use of Generative AI***

The use of Generative AI to create visual promotional materials (e.g., posters, videos, logos, event graphics) is strictly prohibited to protect artists' rights, promote sustainability, ensure fairness between societies, and safeguard UCC's reputation. This includes AI tools or third-party apps that generate images or video content.

### ***15.7 Legal***

If your position on the UCC Societies Executive or a UCC Societies Committee includes working with social media on a UCC Societies associated account, you are expected to **uphold and comply with** any relevant **legislation** or **University policy** in force at the time, with particular attention being paid to the following:

- [Copyright and Related Rights Acts 2000, 2004 and 2007](#)
- [Data Protection Acts 1988 and 2003](#)
- [The Child Trafficking and Pornography Acts 1998 and 2004](#)
- [Defamation Act 2009](#)
- [Prohibition of Incitement to Hatred Act 1989](#)
- [Freedom of Information Act 1997](#)
- [Equal Status Act 2000](#)
- [UCC Student Charter](#)
- [UCC Student Rules](#)
- [UCC Student Alcohol Policy](#)
- [UCC Web and Social Media Policy](#)
- [UCC Data Protection](#)
- [UCC Copyright](#)

### ***15.8 Social Media Account Ownership***

If your position on the UCC Societies Executive or a UCC Societies Committee includes working with social media on a UCC Societies associated account (ie. @UCCSocieties or @UCCElephantSoc), that account is considered UCC Societies property and remains so if you leave the position. Under no circumstance should you try to change the associated email, password or the account name etc. should you leave your position. Any materials created for or posted on the account will remain UCC Societies property unless provided for by another organisation, this applies to all UCC Societies branded accounts i.e. subcommittee accounts.

- After each term has ended, the incoming Executive/Committee members should change all account passwords to ensure former members do not have access to any accounts or sensitive content that may breach General Data Protection Regulations (GDPR).

### ***15.9 Examples of Potential Breach***

Examples of potential breaches of this policy include, but are not limited to:

- Tweeting offensive, derogatory or threatening things about UCC Societies/individuals involved in UCC Societies.
- Collaborative posting to a UCC Societies Instagram account with your personal account.
- Say offensive, derogatory or threatening things about UCC Societies/individuals involved in UCC Societies in an official committee WhatsApp group chat.
- Posting confidential material regarding the work of UCC Societies on Facebook.
- Posting a video on TikTok defaming individuals or the UCC Societies brand.
- Sharing an event poster where the UCC Societies logo has been altered.

### ***15.10 Removal of Content***

If any Executive/Committee member is notified of, or concerned about misuse of social media, i.e. an abusive or offensive post, profile, page or comment relating to UCC Societies/individuals involved in UCC Societies, they should report it to the UCC Societies President or PR and Media Officer immediately, who will then refer the information to the UCC Digital Estate for Communications ([decomms@ucc.ie](mailto:decomms@ucc.ie)).

UCC Societies reserves the right to remove or require to be removed any content which is deemed by UCC Societies Executive, or relevant individuals and staff members, to be in breach of this policy.

Even if content does not necessarily contravene the policy, individuals may request content be removed from any UCC Societies social media account. The UCC Societies Executive will evaluate such requests on a case-by-case basis with best efforts made to make sure no individual appears in content if they don't wish to, even if permission was previously granted.

## **16. GDPR, Alcohol Promotion & Sponsorship, & Child Protection**

### ***16.1. GDPR***

Societies are only allowed to use the mailing lists which are created within the Societies Office or are created under the advisement of the President or a member of staff. A breach in GDPR, i.e. a leak of

identifiable details, must be logged with the [Societies Officer](#) within 72 hours of the breach, who will then report it to university authorities.

### ***16.2. Alcohol Promotion & Sponsorship***

The following points have been drawn from the [UCC Alcohol Policy](#):

- Societies must not advertise drink deals or use alcohol as an incentive to attend an event.
- Societies must not promote consumption of alcohol whether through:
  - direct alcohol promotion/advertisement
  - allusion to harmful alcoholic consumption or
  - the usage of language/imagery deemed by the Societies Executive to be encouraging alcohol consumption.
- Societies are not allowed to receive sponsorship from alcohol companies/brands/producers.
- Societies advertising of alcohol is limited to the advertising of brand names of beers, stout, spirits or the name of the manufacturers e.g. Jameson Film Fest (if unsure about these points please contact the Societies Executive).
- No Pub Crawls to be advertised by societies.
- Mystery Tours are banned.

Where the Society is providing alcohol, the following limits apply:

- 1 drink off campus, 2 drinks on campus
- Any alcohol served on campus must be provided by KSG or by UCC licensed premises
- Drinks vouchers or tokens can only be given as an alternative to drinks being provided, equivalent with the limitations of 1 drink off campus and 2 on campus, not in addition to them.

### ***16.3 Child Protection***

Event health and safety regulations apply with external events as well, and a risk assessment must be produced. All those conducting outreach activities involving children and teenagers under the age of 18 years must have completed the child protection training provided by Tusla. This training covers the volunteer as long as an individual who is Garda Vetted is present for the duration of the workshop. The Garda Vetted personnel who are with the children and teenagers must be present at all times.

Approval for photography must be sought prior to the event if photographs are to be taken.

## **17. Sanctions**

The following sanctions are non-exhaustive, and non-monetary sanctions can be imposed at the discretion of the Executive. An A4 letter appealing the sanction may be sent within 48 hours within working days of receipt of notification of the sanction to [president@uccsocieties.ie](mailto:president@uccsocieties.ie). This will then be brought to the attention of the Societies Executive.

All fines will be donated to the Raise & Give Week Charities. If a policy breach fine happens after Raise & Give Week, the donation will be sent directly to one of the Raise & Give charities from that year.

### ***17.1 General Policy Sanctions***

In the event of a breach in of policies 1-15, the following sanctions can be imposed by a vote at a meeting of the Societies Executive:

- **First Offence**

- Written warning of the policy breach from the Societies Executive.
- Removal of any relevant advertising material or social media posts.
- Cancellation of relevant event(s)

- **Second Offence**

- A meeting with the Societies President, Societies Officer and/or Executive Representative.
- Removal of any relevant advertising material or social media posts.
- Cancellation of relevant event(s)

- **Third Offence**

- A meeting with the Societies President, Societies Officer and/or Executive Representative.
- One of the following, at minimum:
  - 10% fine of bank account balance or allocated Societies Executive Funding
  - Cancellation of planned events for a period of time
  - Removal from the Societies Portal for a set period of time

### ***17.2 GDPR, Alcohol Policy and Child Protection Breach Sanctions***

In the event of a breach in either the GDPR Policy, Alcohol Promotion & Sponsorship Policies, or Child Protection Guidelines, the following sanctions can be imposed by a vote at a meeting of the Societies Executive:

- **First Offence**

- 10% of Society's Current Balance or allocated Societies Executive Funding.

- **Second Offence**

- 25% of Society's Current Balance or allocated Societies Executive Funding.
- A meeting with the Societies President, Societies Officer and/or Executive Representative.

- **Third Offence**

- The Society will be put on a Period of Restricted Activity until the end of the semester and will not be permitted to hold events.
- 50% of Society's Current Balance or allocated Societies

### Executive Funding.

- The involved volunteers will be prohibited from school outreach, and other similar activities for the remainder of the academic term.