

# CLUBS & SOCIETIES HANDBOOK



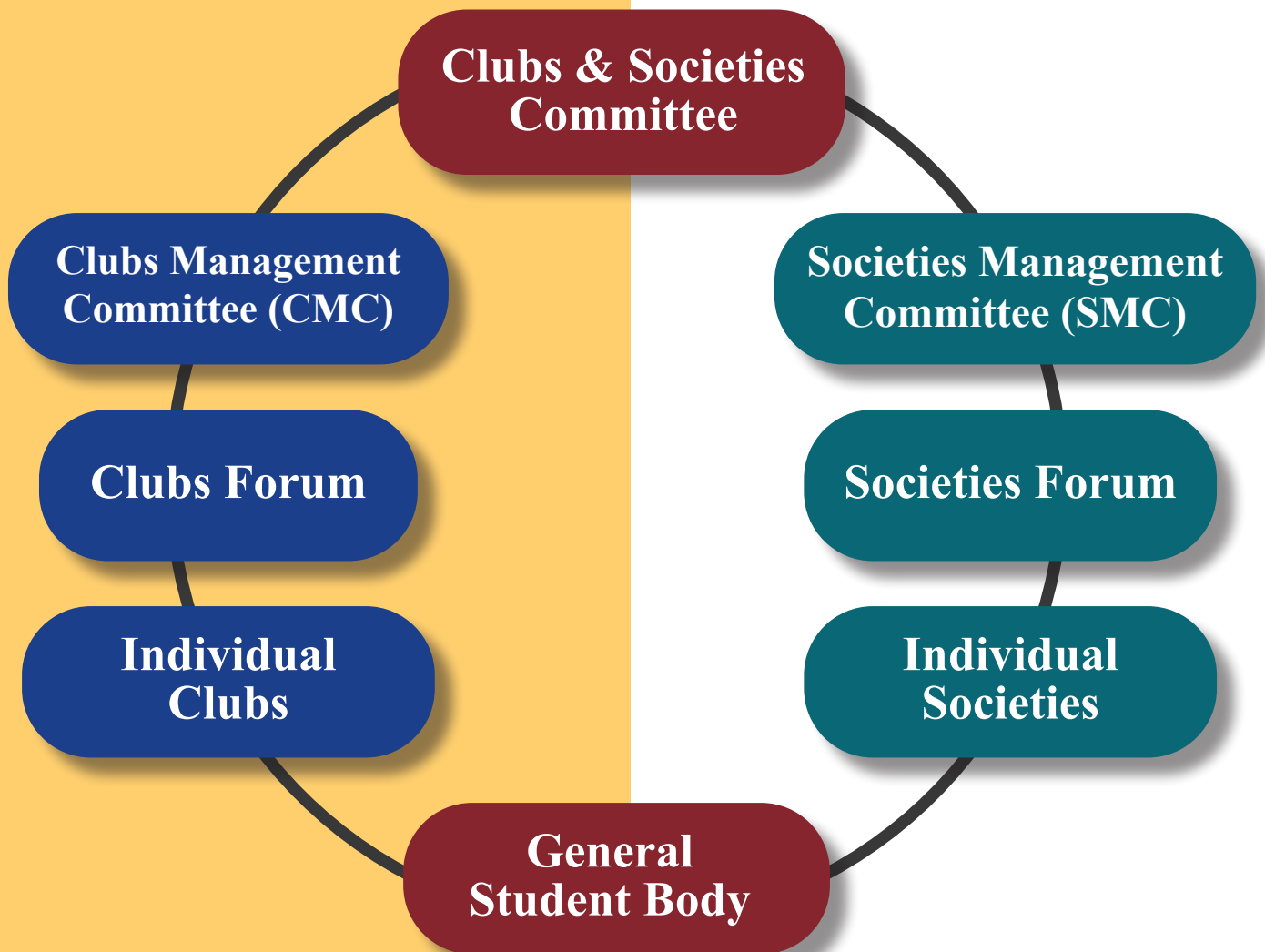


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# Clubs & Societies Structure



## Clubs & Societies Forums Purpose

- Clubs and Societies Budget Allocations, as ratified by the Clubs and Societies Committee, will be presented to the Forum at the earliest convenience;
- To advise the Management Committee of any or all issues that are relevant to the smooth running of society life on campus;
- Administration of this committee to be supported by the MU Clubs & Societies Office.

*If you have any queries, please contact the Clubs & Societies Office*



# Clubs & Societies Management Committee (CMC and SMC)

## Purpose

- To encourage, promote and develop club & society life on campus;
- Recommend clubs & societies budget allocation to the C & S Committee for approval;
- Initiate, Draft and Recommend Clubs & Societies policies or policy amendments for approval by the C & S Committee;
- Review and make decisions on Clubs & Societies Special Events applications. Decisions will be noted by the C & S Committee or can be appealed to the C & S Committee;
- Recommend to the C & S Committee what societies are to be ratified (as new societies) or de-ratified each year;
- To oversee the decision-making process for the Clubs & Societies section of the Clubs & Societies Awards;
- To liaise with any national bodies (including BICS) in relation to matters that concern clubs & societies life.

Each committee has 7 student representatives and 2 staff members.



Any student can nominate themselves for any of those positions in early March every year. If they get the majority of votes, they will be deemed elected to the committee.

# Clubs & Societies Committee

## Purpose

- To provide oversight of the operation of university clubs and societies;
- To monitor any development plans for clubs and societies;
- To consider the formal ratification on the recommendation of the SMC and CMC;
- To approve specific annual budgets for each recognised Club or Society;
- To consider any risks, unforeseen or otherwise, that may impact the activities of Clubs and Societies;
- As far as is practicable, to ensure that the views of user groups as well as those of the University are considered;
- To brief the University on clubs and societies activity and expenditure.

*If you have any queries, please contact the Clubs & Societies Office*

# Individual Clubs & Societies

Currently, there are 30 [Clubs at MU](#), and each club should fall under one of the categories:

- Court Sports
  - ◇ E.g. Badminton, Basketball, Tennis.
- Field Team Sports
  - ◇ E.g. Ultimate Frisbee, American Football, Hockey.
- Individual
  - ◇ E.g. Athletics, Chess, Snooker.
- Martial Arts
  - ◇ E.g. Boxing, Judo, Kickboxing, Aikido.
- Outdoor/Adventure and Water Sports
  - ◇ E.g. MUCK, Rock Climbing, Surf.
- Development Sports
  - ◇ E.g. Soccer, GAA, Rugby, Golf.

Currently, there are 82 [Societies at MU](#), and each society should fall under one of the categories:

- Academic
  - ◇ E.g. Computer Science, Maths, Deutsch.
- Civic, Social and Cultural
  - ◇ E.g. Access, Mature, Pride, Ukrainian.
- Faith
  - ◇ E.g. Christian Union, Catholic, Islamic.
- Interest & Hobbies
  - ◇ E.g. Disney, Lego, Tea.
- Performance
  - ◇ E.g. Drama, Dance, Musical.
- Political
  - ◇ E.g. Ogra Fianna Fail, Young Fine Gael, Socialist Party, Sinn Fein.



## Constitution

– one of the most important documents of a club/society, containing fundamental principles of how it should operate and what the core purpose is. It can be found on the [MU Life page](#), among other documents and should be read by every committee member.

### Editable Articles

#### Articles 1 & 2: Name, Aims and Objectives

They explain what a club/society hopes to do and what its purpose for existing. Refer to it at the beginning of the year with the committee to make sure everyone is on the same page.

### Non-Editable Articles

#### Article 3: Membership

It explains how to become a full member (student) or an associate member (staff and alumni) and what their rights are.

*If you have any queries, please contact the Clubs & Societies Office*

### Article 4: Governing Executive Committee

It outlines positions/roles on the Governing Executive Committee (GEC) of a club/society. The GEC is responsible for organising and running events associated with the club/society. More about committee roles in Section 2.



The same person cannot hold the same position for more than two years.

### Article 5: Election of the GEC

It explains how a student can be elected to a position on the GEC of a club/society.

### Article 6: Duties of GEC

It gives an overview of the duties of each committee position. More about committee roles in Section 2. However, it is required to attend relevant training provided by the Clubs & Societies Office.

### Article 7: Dismissal and Resignation of Members

It outlines what is required of a club/society to dismiss a committee member or when they wish to resign.



At the onset of any major disagreement within the committee, the Clubs & Socs Office should be informed.

### Article 8: Meetings

It outlines different types of meetings held by a club/society and how those meetings should be run. More about meetings, including AGM/EGM, in Section 3.



If a club/soc requires clarification, please contact the Club & Socs Office.

### Article 9: General Section

It outlines general rules and conditions, including:

- Inclusion of an Honorary President
- Membership Fee set according to MU Clubs and Societies Committee policy
- Members are entitled to a copy of their club/society's constitution
- Where there is a clash, the MU Clubs and Societies Committee Rules and Regulations take precedence over the individual club or society constitution.
- Members agree to be bound by the rules and regulations of the club/society committee.

### Article 10: Amendments to the Constitution

It outlines what is required to make any changes to the constitution.



Any suggested changes should be emailed to the Clubs & Socs Office, (email: [clubsandsocs@mu.ie](mailto:clubsandsocs@mu.ie), for circulation to the Societies Management Committee or Clubs Management Committee before notifying members for a vote.





# Committee Roles



## President

### The Leader

- Lead the committee: supporting and overseeing work;
- Keep track of aims and objectives;
- Submit Trip Away form on MU Life;
- Safety and Wellbeing of Members – ensuring activities/trips are safe and inclusive and creating a positive community;
- Dignity & Respect – ensuring acceptable behaviour from the committee and general members;
- Complete [MU Event Management Plan](#) for events on and off campus along with PRO/Event Officer.



## Secretary

### Administrative Backbone

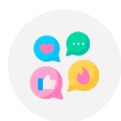
- Take Minutes during committee meetings and [upload them to MU Life](#);
- Compose, send, and receive mail. Keep committee and members up to date.  
*P.S. Don't forget to protect members' data by putting their emails in BCC;*
- Be in charge of [Room Bookings on MU Life](#).
- Assist PRO with organising fundraising events and sponsorship where needed.



## Treasurer

### Financial Controller

- Be in charge of changing signatories on the bank account by submitting the [Bank Mandate](#);
- Managing finances (*please read the "Money Matters" Section*):
  - ◇ Authorising committee's expenses;
  - ◇ Paying invoices, uploading receipts/inv.;
  - ◇ Making sure every member reimbursed;
  - ◇ Ordering gear/equipment.
- Create budgets for Intervarsity/Events;
- Keep cash balances [up to date](#);
- Apply for Special Events/Equipment;
- Apply for End of Year Budget Application (*please read the "Money Matters" Section*).



## PRO

### Public Relations Officer

- Promote all events via all means (make sure to familiarise yourself with Policies: [Posters&Promotional Material Guidelines](#) and [Social Media Policy](#));
- Update [Events](#), [News](#), [Activities](#) and [Fixtures](#) on MU Life and Social Media pages;
- Take photos and videos of events!
- Complete [MU Event Management Plan](#) for large events on and off campus along with the President.



# Other Committee Roles



Some Clubs and Societies require additional committee roles to make it easier for other committee members to run the organisation smoothly. Some of those roles include:

## Vice President

- Assist the President and other committee members when required;
- Lead the committee, including committee meetings when the President is unavailable.

## Equipment Officer

- Responsible for fixed and current assets of a club/society;
- Should maintain a record of fixed and current assets of a club/society.

## Event Officer

- Be in charge of Room Bookings on MU Life instead of the Secretary;
- Complete [MU Event Management Plan](#) for events on and off campus along with President/PRO.
- Create budgets for Events along with the Treasurer/President;
- Promote events with the PRO;
- Accompany Event Plan with Contracts if applicable.

## Social Media Officer

- Update all Social Media pages as agreed with the PRO;
- Post events to MU Life as agreed with the PRO;
- Take photos and videos of events!

## First Year Representative

- Represent the interests of all first-year students in the club/society.



# All Committee Members

- Committee members of your club/society are ambassadors for MU;
- You are accountable to your members for what happens and what doesn't happen within your club/society;
- You have an obligation to ensure the safety and inclusivity of each member;
- You are required to attend relevant training and complete relevant documentation.

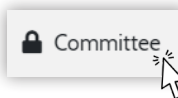
*If you have any queries, please contact the Clubs & Societies Office*

# Requesting a Committee Position

All committee members should be signed up as such on the MU Life club/soc page to be recognised as committee members and have access to all managing tools the website has to offer.

The current committee should share the following steps:

1. The new committee member must be an active member of your club/society;
2. Share the committee PIN with the new committee member (if you forget it, you can access it on your [Club/Society Details page](#) at the very bottom);
3. They must log in to their MU life account, this will bring them to their [Memberships page](#);
4. On that page, they should find the row with your club/society;
5. At the very end of the row, they should click



6. At the drop-down menu, they enter the committee PIN and complete the committee request form;
7. If they are not the President, they should answer **NO** to '**Becoming The Admin**', and the current committee will have to approve. Otherwise, the request will be sent straight to the Clubs & Socs Office.



*If you have any queries, please contact the Clubs & Societies Office*





# Teamwork

Effective teamwork is essential for fostering a friendly, welcoming environment in every club/society. People are at the very core of what clubs and societies do and stand for. Here are some things to consider:

## Clear Communication

Have regular meetings and share updates and progress with each other.

## Active Listening

It is normal for conflicts to occur. Taking a step back to listen to each other is a great way to reach a compromise.

## Support and Recognition

Acknowledge and appreciate the efforts of every committee member. Celebrate achievements, both big and small, and offer support during challenging times.

## Respect for Diversity

Every person is different and has a unique worldview. Creating an inclusive environment where everyone feels valued and heard will only benefit everyone.



Contact the Clubs & Socs Office if any issues arise.



*If you have any queries, please contact the Clubs & Societies Office*



# Committee meetings

It is advisable for a club/society to hold regular committee meetings to make sure everyone is aware of everything that is planned and to

ensure effective communication and collaboration. Every decision is voted for democratically.

## Before

- ☐ An agenda should be created by the President, including any items other committee members have submitted;
- ☐ Two-thirds of the committee members should be present;
- ☐ Do not forget to book a room.

## After

- ☐ The Secretary should type up and [upload the minutes](#).  
**Keep them brief**, summarising the key points and actions taken so it will be easy to refer to in the future.

## During

### President

- ☐ Chairs the committee meetings;
- ☐ They have an ordinary vote, but in the event of a tie, they have a casting vote.

### Vice President

- ☐ Assists the President in all their duties.
- ☐ If the President is absent, they chair the meeting.

### Treasurer

- ☐ Deals with finances;
- ☐ Advises on what a club/society can or cannot afford during the event planning stage.

### Secretary

- ☐ Updates members on emails and keeps minutes of every meeting a club/society holds (including AGM and EGM).
- ☐ The [template for minutes taking is on MU Life](#), and every meeting should be recorded and submitted to the [MU Life Minutes page](#).

### PRO

- ☐ Deals with event promotion and is responsible for coming up with a plan to promote events and discussing it with the team.

# Common meeting problems

## Lack of clarity

The President should clarify or sum up all issues for the purpose of the attendees and the minute taker.

## No follow-up

Make sure actions are clearly identified and allocated to individuals.

## Lengthy Meetings

Agree on a finishing time at the beginning of the meeting, and do not let people trail off.

## Too little involvement

Make sure everyone has a chance to share their point of view. If someone is overbearing, ask them to let others have some input. Agreeing on meeting rules or a protocol at the first meeting may help.

## Lack of understanding

Make sure people are given the information they need to make a decision on an issue.



Only delay decisions if more information is genuinely needed.

# AGM or EGM?

## Annual General Meeting

*– a meeting which should be held before the end of the second semester to:*

- Democratically elect the committee;
- Inform the members of previous events (if the meeting is held at the end of the year) or future events (if the meeting is held at the beginning of the year, the idea is to welcome new members);
- Handover of any relevant documents, including annual reports, handover documents and finance reports.

## Extraordinary General Meeting

Is held if:

- 10% of ordinary committee members quorum request it in writing **or**
- The Governing Executive Committee request it in writing **or**
- A committee member leaves and there is a need for a replacement.





# Money Matters

## Bank Mandate (change of signatory)

At the end of each year, if the committee members change, the **Bank Mandate** should be completed and handed to the local AIB branch. If the signing committee has not changed, you should let the Clubs & Socs Office know that your Bank Mandate stays the same.

The Bank Mandate must be completed at least by the President, Treasurer and Secretary. It is preferable to have 4 signatories.

However, tick box “any 2”, meaning that just two signatories are enough to sign a cheque or withdraw money. Also, the Bank Mandate should be accompanied by a letter from the Clubs & Socs Office.

When going to the bank, take proof of identity (student ID is enough) if you are an AIB customer. If not an AIB customer, you are required to take your passport and proof of address.

## Completing the Bank Mandate

1. MU club/soc name as per bank statement
2. Bank account number (see bank statement on MU Life)
3. The date you became the official committee
4. Each signatory name
5. Permanent address of each signatory
6. Signature
7. Tick box “any 2” - any two people out of signatories can authorise spend
8. Secretary & President Sign & Date

## Budget



Capitation is the money given to a club/society at the beginning of the year. Be sure to monitor your income and expenditure.

**Budget Overview** page gives a quick overview of your club or society income, expenditure, capitation awarded and membership income.

The screenshot shows the 'Budget Overview 2023/2024' page. The left sidebar has a 'Budget 23/24' dropdown menu with 'Overview' selected. The main area is divided into three panels: 'INCOME 23/24', 'EXPENDITURE 23/24', and 'NEW PROJECTIONS 23/24'. Each panel contains a table with the following data:

| Category  | Amount |
|-----------|--------|
| ENTERED   | € 0    |
| APPROVED  | € 0    |
| Projected | € 0    |
| FINAL     | € 0    |
| Projected | € 0    |
| Entered   | € 0    |



## Income

**Income** is any money that the club/society raises apart from the capitation awarded, e.g., memberships, sponsorships, fundraisers, etc.



Clubs & Socs Office encourages students to seek sponsorships.

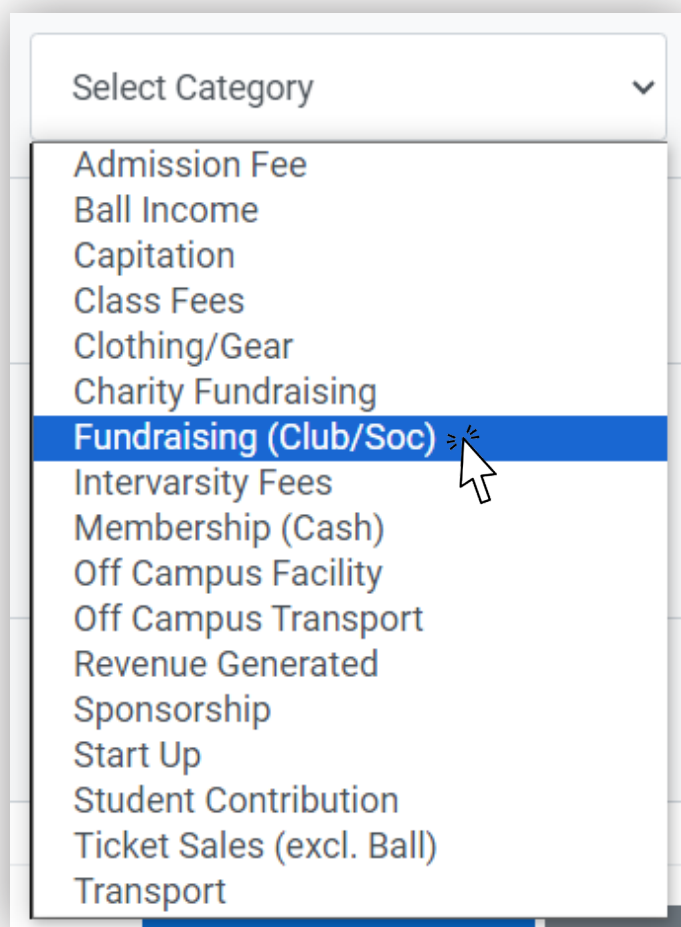
### Step 1: Click “+” or “Add Income Item”

The 'ADD INCOME ITEM' form contains the following fields and controls:

- CATEGORY:** A dropdown menu with the text 'Select Category'.
- MONTH:** A dropdown menu with the text 'Select Month'.
- DESCRIPTION:** A text input field with a label '(MIN:10/MAX:50)' and a '+ Add a Note' link.
- INCOME AMOUNT:** A text input field with a Euro symbol (€).
- Buttons:** 'ADD INCOME ITEM' (blue) and 'QUIT' (grey).

*If you have any queries, please contact the Clubs & Societies Office*

## Step 2: Choose the type of income



## Step 3: Fill the rest of the information

| August <span>+</span> |                      |                  |                 |                     |          |
|-----------------------|----------------------|------------------|-----------------|---------------------|----------|
| REF. NUM              | INCOME CATEGORY      | ITEM DESCRIPTION | 2023/2024 SPENT | 2024/2025 PROJECTED | SUB MENU |
| I-6205                | Student Contribution | Test income      | € 10.00         | € 10.00             | ...      |





# Expenditure



Any money that a club/society spends must be accounted for and backed up by correct paperwork, e.g. invoices or receipts on [MU Life](#).

## Step 1: Click “+” or “Add Expenditure Item”

|                                 |  |
|---------------------------------|--|
| CATEGORY:                       | <input type="text" value="Select Category"/>         |
| MONTH:                          | <input type="text" value="Select Month"/>            |
| PAID BY:                        | <input type="text" value="Select Method"/>           |
| CHQ/EFT REF #:                  | <input type="text"/>                                 |
| DESCRIPTION:<br>(MIN:10/MAX:50) | <input type="text"/><br><a href="#">+ Add a Note</a> |
| EXPENDITURE<br>COST:            | <input type="text" value="€"/>                       |

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|                                |        |
|--------------------------------|--------|
| ATTACH EXPENDITURE BACKUP FILE | BROWSE |
|--------------------------------|--------|

ADD EXPENDITURE ITEM

QUIT

## Step 2: Choose the type of expenditure

| Select Category          |                       |
|--------------------------|-----------------------|
| Select Category          | <b>Food</b>           |
| Accommodation            | Guest Fees            |
| Admission Fee            | Laundry/Cleaning      |
| Advertising              | Off Campus Facility   |
| Affiliation Fees         | Off Campus Transport  |
| Awards/Gifts/Prizes      | Parking Permits       |
| Ball Expenses            | Physio                |
| Bank Fees                | Printing              |
| Charity Donation         | Referees              |
| Clothing/Gear            | Rights for plays      |
| Coaching (Uni-jobs)      | Supplies              |
| CS Awards Tickets        | Tournament Entry Fees |
| Coaching (Self-employed) | Training Fees         |
| Equipment Hired          | Transport/Travel      |
| Equipment Purchased      | Video Analysis        |
|                          | Withdrawal            |

## Step 3: Fill the rest of the information



After every event you spend money on, all the receipts should be uploaded to MU Life in full! No cropping, no blur, always full receipt to make sure it is approved by the Clubs & Socs Office. It is advisable to use applications like [CamScanner](#) to ease the process.

**Examples of acceptable receipts:**

- Detailed Till receipts (no credit card machine receipts);
- Accommodation receipts (showing the number or rooms/persons/days);
- Intervarsity Entry fees – email from hosting club /university email;
- Flight purchase costs;
- Train or bus tickets.

## Step 4: Approval of Receipts and Invoices

All Receipts and Invoices uploaded to MULife will be reviewed by the Clubs and Societies Office on a daily basis.

Proper Receipts and Invoices will be approved.

Invoices and Receipts that are not correct will be rejected, and an explanation as to why they have been rejected will be given.

| August <span>+</span>                               |         |      |                  |              |                |                 |                     |              |          |
|---|---------|------|------------------|--------------|----------------|-----------------|---------------------|--------------|----------|
| (Waiting for office to review) View Uploaded File » |         |      | ITEM DESCRIPTION | PAID BY      | CHQ/EFT REF. # | 2023/2024 SPENT | 2024/2025 PROJECTED | RECEIPT FILE | SUB MENU |
| •   | E-21264 | Food | Test expenditure | Society Card | 0000           | € 10.00         | € 10.00             |              |          |



## Invoices

Invoices should display the Company's Name, Address and contact details. Invoices should be addressed to the Club or Society.

Acceptable invoices include:

- VAT Invoice – not a Pro Forma or Order Forms;
- Online purchase invoices from sales websites.

*If you have any queries, please contact the Clubs & Societies Office*



# Capitation Funding

– the name given to the Funding that the University give to Clubs and Societies to run for the year.

Capitation Funding can be spent on specific categories, and here is the list to check if your idea can be funded by capitation (This is not a full list. The full list can be accessed in the [Policy on Capitation Expenditure](#)):

## Do's

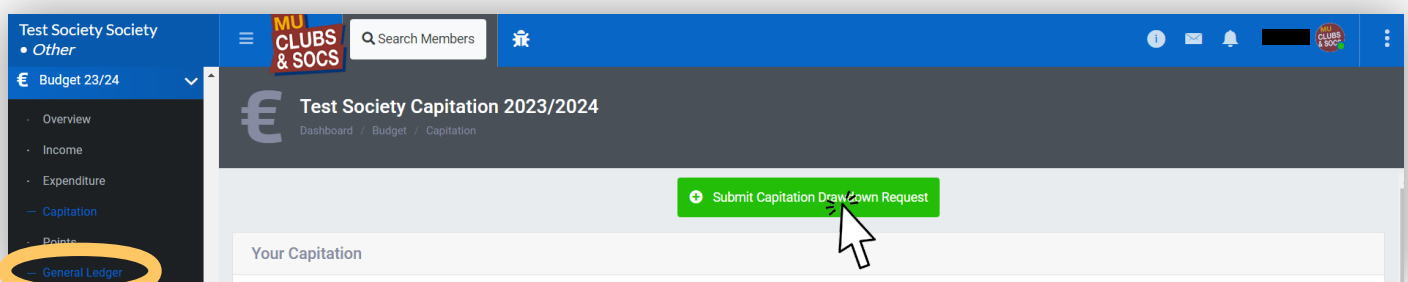
- Affiliation fees;
- Entry fees;
- Competitive gear;
- Clothing/Hoodies – subsidised;
- Accommodation;
- Transport;
- Items core to the running of your club/society.

## Don'ts

- Alcohol (incl. prizes & vouchers);
- Balls;
- All expenditure un-related to the core operations of your club/society;
- Expenditure on unlawful or inappropriate activity.

## How to Request Capitation transfer

### Step 1: Open Capitation and click “Submit Capitation Drawdown Request”



*If you have any queries, please contact the Clubs & Societies Office*



## Step 2: Fill out all available information

|  |  |
|--|--|
| ALLOCATED:                                 | € 500.00   |
| REMAINING:                                 | € 500  |
| AMOUNT BEING REQUESTED:                    | €  |
| DESCRIPTION OF WHAT THIS WILL BE USED FOR: |  |
| PAY TO:                                    | <input checked="" type="radio"/> Test Society Bank Account |

Requests paid into the committee bank account will NOT be automatically recorded in your Expenditure  
You must record the receipts/invoices for this money in Expenditure

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Select file

Browse

(OPTIONAL) second file

Browse

Submitting this will act as the first signature for this request, another committee member must also sign off on this from their Dashboard or Capitation page before the office will see it


SUBMIT REQUEST

QUIT

## Step 3: Another committee member has to sign the request

| Signature Needed |                |          |             |              |          |      | Capitation |  |  |
|------------------|----------------|----------|-------------|--------------|----------|------|------------|--|--|
| DATE             | SIGN           | PAID TO  | PAID BY     | DESCRIPTION  | AMOUNT   | FILE |            |  |  |
| 28 Aug '23       | Entered By You | CLUB/SOC | Office(EFT) | Test request | € 100.00 |      |            |  |  |

| Capitation Requested |   |          |             |              |          |       |        |        |      |
|----------------------|---|----------|-------------|--------------|----------|-------|--------|--------|------|
| DATE                 | Awaiting 2nd Signature  | PAID TO  | PAID BY     | DESCRIPTION  | AMOUNT   | ENTRY | FILE 1 | FILE 2 | MENU |
| 28 Aug '23           |  | CLUB/SOC | Office(EFT) | Test request | € 100.00 |       |        |        | ...  |

## Step 4: Wait for an email approving or denying the request



For further information on capitation funding, please visit the [Policy on Capitation Expenditure](#).

Don't forget that it should be signed by two committee members!



## Other Funding Available

- Special Events
- Special Equipment
- Hosting IV's, Non-Annual Events, Equipment; Not day-to-day expenses;

Please call to the Clubs & Socs Office or email [Mary MacCourt](mailto:mary.maccourt@mu.ie) (mary.maccourt@mu.ie) or [Mary Banahan](mailto:mary.banahan@mu.ie) mary.banahan@mu.ie for more information.

*If you have any queries, please contact the Clubs & Societies Office*



# Special Events Funding

Only exceptional events can be funded this way. To access the funding, the club/society should [download the form from MU Life](#) and fill in as much information as they can. Clubs should email the completed form to [Mary MacCourt](#) ([mary.maccourt@mu.ie](mailto:mary.maccourt@mu.ie)), and Societies should email their completed Form to [Mary Banahan](#), [mary.banahan@mu.ie](mailto:mary.banahan@mu.ie), by 12 noon on Monday of each week and **two weeks in advance** of the event.

Each application must be accompanied by proper quotes, etc.

Clubs and Societies bank balances will be considered when applying for this fund.

Don't forget to update the [MU Life Budget](#) page before submitting the application.

## Qualifying criteria

1. Hosting intervarsity.
2. Competing in the Semi-Final and Final stage or penultimate stage of competitions.
3. International Trips (an irregular event, not annually).
4. International/National representation.
5. Unforeseen Trip.
6. Profile Events.
7. Extraordinary/miscellaneous Events.
8. Increased Engagement.



Special Events Funding is **not guaranteed** – decisions are subject to guidelines and funds available.



# Special Equipment Funding

Only non-day-to-day equipment can be funded this way. To access the funding, the club/society should [download the form from MU Life](#) and fill in as much information as they can. Clubs should email the completed form to [Mary MacCourt](#) ([mary.maccourt@mu.ie](mailto:mary.maccourt@mu.ie)), and Societies should email their completed Form to [Mary Banahan](#), [mary.banahan@mu.ie](mailto:mary.banahan@mu.ie), by 12 noon on Monday of each week and **two weeks in advance** of the event.

Don't forget to update your [MU Life Budget](#) page before submitting the application.

*If you have any queries, please contact the Clubs & Societies Office*

## Qualifying criteria

1. Long-term capital equipment. E.g. volleyball posts, trampoline, broadcasting equipment.
2. Special Equipment Funding is not intended for annual equipment/purchases such as footballs, jerseys, hoodies, etc.



Special Equipment Funding is **not guaranteed** – decisions are subject to guidelines and funds available.



## How to Apply for Budget

Second Semester: Around April-May, the committee will submit a budget application for the following academic year.

- ☐ Clubs & Societies must record their income and expenditure on MU Life for their current academic year.
- ☐ Clubs & Societies should ensure that there are no unreceipted or rejected expenditures outstanding for the academic year (to avoid loss of funding on these amounts for the next year).
- ☐ Clubs & societies may, as part of the budget process, submit new expenditure projections or increase existing expenditure for the purpose of forecasting expenditure items in their Income & Expenditure for the next academic year.
- ☐ Clubs & Societies must also provide supporting quotations for any new/increased costs and include them in their MU Life final budget submission.
- ☐ Quotations must be uploaded via MU Life in the normal way for all new entered costs.
- ☐ Clubs & Societies must complete the points section of the budget application on MULife to safeguard maximum potential funding allocations.
- ☐ Clubs & Societies must click the submit button for the budget on MU Life once they have fully completed their own review and must do so before the deadline date.





# Organising Large events

## Planning an important event

**1. Brainstorm and develop an event concept beforehand.** There is no such thing as starting too early. It will save the whole committee so much time, nerves and resources. Make sure to ask the following questions:

- Is it worth it? Will organising the event be worth the impact it will have?
- Can we do it? Do we have enough people, time and resources to make it happen?
- Can we pay for it? Will we have enough money after the event to run the Club/Society until the end of the academic year?

**2. Create an event organising committee;**

**3. Health and Safety Considerations** (8 weeks or earlier). Large event has to have certain paperwork approved by Clubs & Socs Office:

- The key is the Permission. Large events have to be approved by Clubs & Socs Office;
- Event Management Plan should be completed beforehand, assessing and reducing risk as much as possible. This form should be submitted on MU Life and approved by Clubs & Socs Office;
- Insurance and Fire Safety should be

in place and signed by the venue owner if the event is held off the campus.

- First Aid should always be available for the duration of the event.

**4. Financial plan or Sponsorship** (estimate is 6 weeks). Discuss and determine how much money you need and can spend on the event. If appropriate, do your best to cover the cost of the event with various sponsorships and pre-sold tickets.

**5. Venue booking.** There are two types of venues you can book: on-campus or off-campus.

- On-campus venues include rooms in different buildings, sports halls in the Phoenix Building, pitches and courts. For more information, please refer to the next section, “*Booking on MU Life*”.
- Off-campus venues. When choosing an off-campus venue, seek advice and reviews. Also, make sure it is suitable financially and location-wise. When booking a large venue, for example, for a ball, it is crucial to contact the Clubs & Socs Office before a deposit is paid and a contract is signed (All Clubs & Socs organising a ball should contact the office at the beginning of the academic year).

**6. Equipment hire** if needed.

**7. Finalise plans.** About 3 weeks before the event, all major aspects should be ready.

- If this is a large event with tickets, this

stage allows a possible cancellation or scaling back of the event with minimal losses before any major payments are made.

- b. Once everything is finalised, it is time to decide how to sell the tickets, including which online platform to use for pre-selling tickets and how to promote the event to have a greater turnout.
  - c. A content calendar is very useful for the PRO to ensure what and when they are posting. Also, this allows for consistent promotion.
- 8. Contingency.** It is important that last-minute changes or large-scale emergencies be dealt with immediately.
- a. If the issue is more serious, the committee must stand back and objectively analyse the information at hand. Your responsibility lies in ensuring that the event is also safe and sustainable.
  - b. If the event is beginning to look risky beyond your control (inclement weather) or will have a major negative effect on the club/society in the future, it is crucial to re-evaluate its viability.
  - c. If you are unsure about how to deal with a certain situation, contact the Clubs&Socs Office.

## After the event

- ☐ Complete paperwork.
- ☐ Upload all outstanding receipts and pay all the debts as soon as possible.
- ☐ Discuss with the committee what went well, what needed more work, and what lessons were learned. This will help you in the future to plan better.
- ☐ If you had sponsors, send them an event summary and a thank you letter.
- ☐ Thank all attendees on social media and post pictures and videos.



## Room bookings on-campus

Before booking a room, the committee needs to discuss what event they are hosting and what are the needs of said event. After finalising the needs, you can download the [MU Teaching Room Details](#) spreadsheet, where all specifications of each room are highlighted. Also, each room has a link to a photo of that room.

If you are unsure where each room is, please refer to the [map of MU](#). At last, it is best to check room availability before booking using the [timetable](#) and book in advance to avoid date clashes.

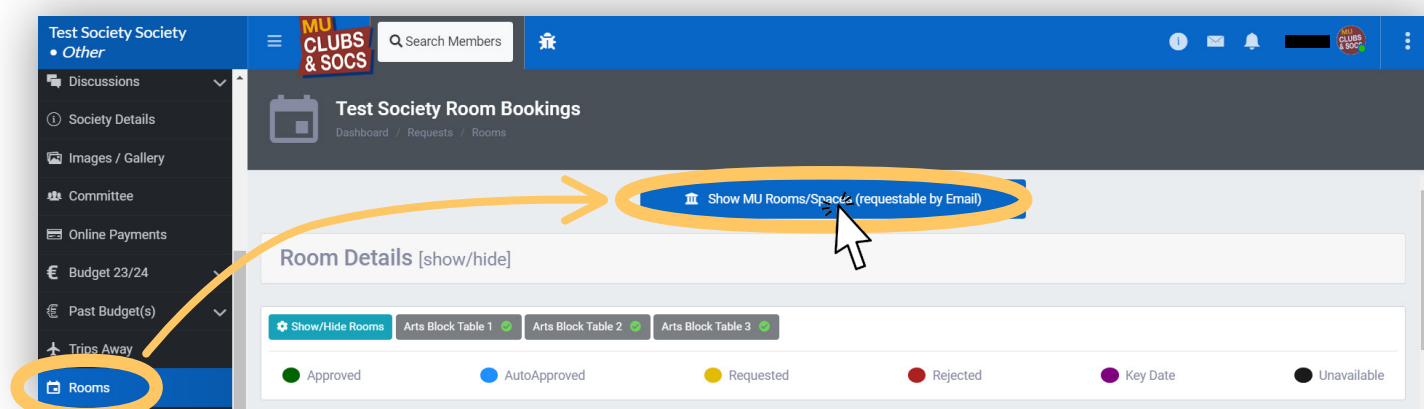
Most campus spaces can be booked using [MU Life](#). MSU spaces can be booked using their [booking website](#).

*If you have any queries, please contact the Clubs & Societies Office*

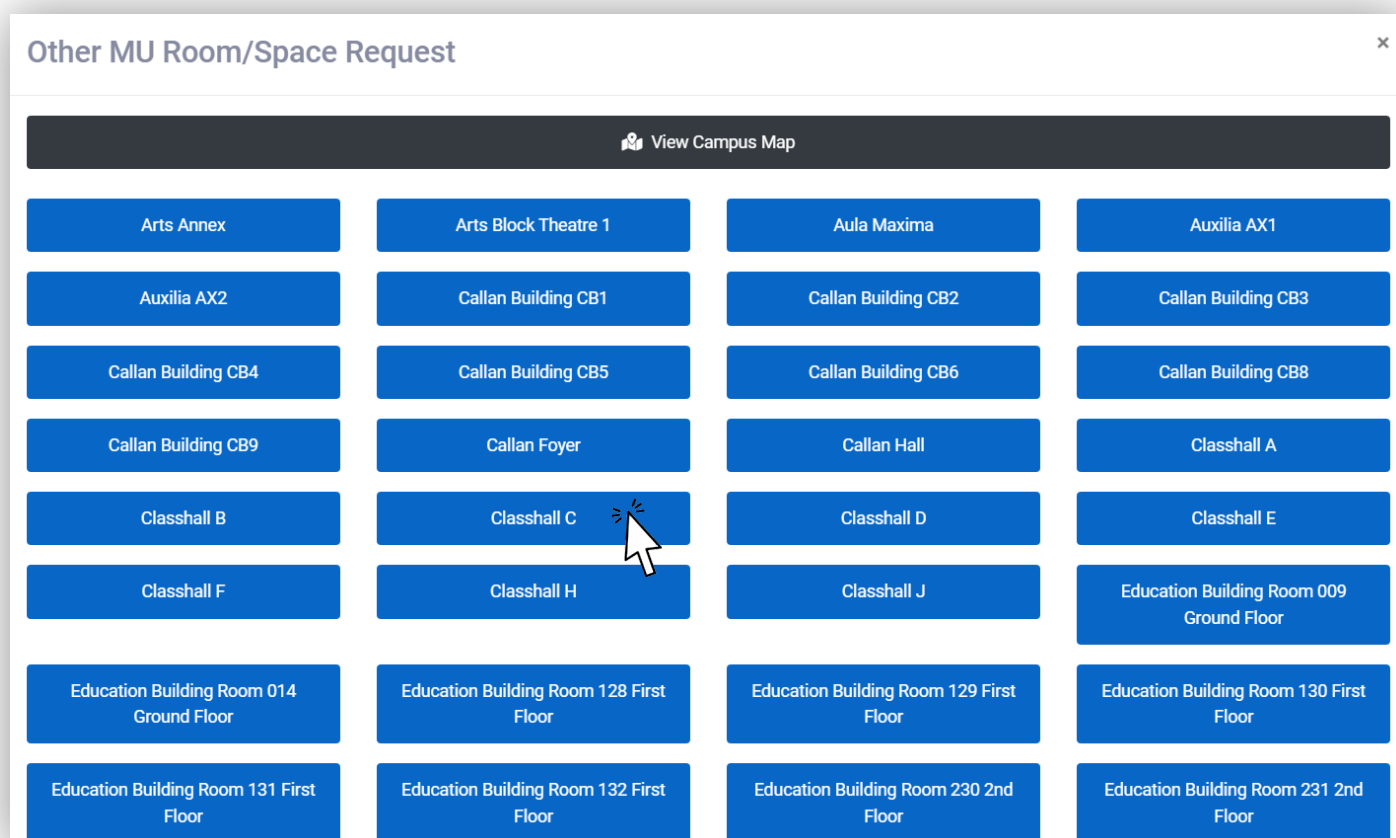


# Booking on MU Life

## Step 1: Open “Rooms”



## Step 2: Choose desired room



*If you have any queries, please contact the Clubs & Societies Office*

## Step 3: Enter relevant information



Events before 6 p.m. and after 6 p.m. are booked with different departments. Therefore, if you would like to book an event between those hours, for example, 5-7 p.m., please book the same event for 5-6 p.m. and 6-7 p.m. separately. However, there is no guarantee that the same room will be available.

Other MU Room/Space Request
×

This form sends an email to the address in charge of this room.  
Further communication will be between a MU staff member, you (the booker) and your Society by email.  
These bookings cannot be guaranteed. For more information contact the Office.

MU Room/Space:  
**Classhall C**
change

|                               |  |              |   |
|-------------------------------|--|--------------|---|
| DATE                          | <input type="text"/>                     | SOCIETY      | <input type="text" value="Test Society Society"/> |
| START                         | <input type="text" value="Select Time"/> | BOOKER NAME  | <input type="text" value=""/>                     |
| END                           | <input type="text"/>                     | BOOKER EMAIL | <input type="text" value=""/>                     |
| REASON ROOM/SPACE IS REQUIRED | <div></div>                              | BOOKER PHONE | <input type="text" value=""/>                     |

SEND EMAIL REQUEST
QUIT

## Step 4: Wait for an email

After receiving relevant information, the Clubs & Socs Office will send you an email confirming or denying the room booking before 6 p.m. Reservations will contact directly for bookings after 6 p.m. The reason will be stated there as well. It is advisable to book a room a couple of days in advance for the Office's convenience and to make sure there is an opportunity to book another room if that one is already taken.





# Grand Event Checklist

- ☐ Developed the concept and assessed the event's viability.
- ☐ Completed an 'Event and Finance Plan' or a 'Ball Event and Finance Plan'.
- ☐ Met with the team in Clubs and Sos Office to discuss its viability.
- ☐ Health and safety criteria met, risk assessments completed, and necessary insurance sought.
- ☐ Sponsorship sought and detailed financial plan completed.
- ☐ Venue decided upon.
- ☐ Necessary equipment researched, priced and booked.
- ☐ Confirm all major components are in place before the event is promoted.
- ☐ Tickets are printed or online and ready for sale.
- ☐ Promotional plan in place and timetable for ticket sales.
- ☐ Double-check with all stakeholders expected on the night to confirm their attendance, set up times, sound checks (medics, security, speakers, etc.),
- ☐ Pre-event meeting with all organisers and volunteers completed.
- ☐ Photographer/videographer confirmed.
- ☐ During the event, remove, count and secure cash from ticket sales at the door regularly.
- ☐ Make sure two people are tasked with this job to provide accountability and certainty.
- ☐ Assess and take note of any issues that arise on the night and report any damage to equipment.
- ☐ Pay all outstanding invoices.



*If you have any queries, please contact the Clubs & Societies Office*



# Awards



Keep in mind that at the end of the year, everything the individual or a club/society did can be submitted for **Clubs & Socs Awards**.

## Societies

- Best New Society
- Most Improved Society
- Best Society
- Best Society First Year
- Society Person of the Year
- Society Event of the Year

## Joint

- Best Poster
- Best Social Media Post
- Best Video
- Charity and Civic Awards

## Clubs

- Most Improved Club
- Best Club
- Best First Year Athlete
- Athlete of the Year
- Club Executive of the Year
- Best Club Event



# MUSE Awards

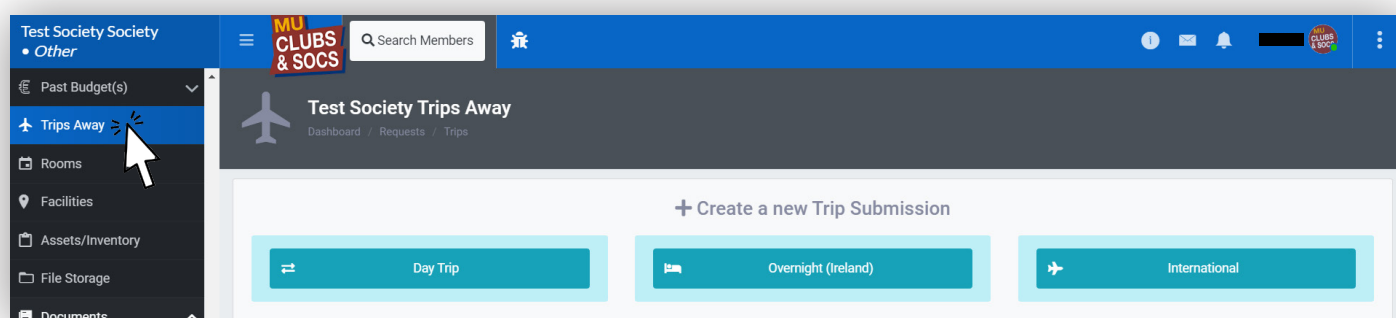


At the end of the year, each committee member can apply for the MUSE Award, which recognises and rewards student contribution to extra-curricular and co-curricular activity, including Clubs & Socs involvement. General information is available [here](#). The application is available on [Moodle](#).



# Trip Away

Every trip away should be [submitted on MU Life](#).



## Day Trips



Day Trips do not have to be approved by Clubs & Socs Office.

### Step 1: Enter all details about the trip

|                     |                      |                      |                      |
|---------------------|----------------------|----------------------|----------------------|
| TRIP TITLE          |                      | <input type="text"/> |                      |
| DATE                | <input type="text"/> | CONTACT NAME         | <input type="text"/> |
| DEPARTING           | Select Time          | CONTACT EMAIL        | <input type="text"/> |
| RETURNING           | <input type="text"/> | CONTACT PHONE        | <input type="text"/> |
| MEETING POINT       |                      | <input type="text"/> |                      |
| DESTINATION         |                      | <input type="text"/> |                      |
| WHAT ARE YOU DOING? |                      | <input type="text"/> |                      |

*If you have any queries, please contact the Clubs & Societies Office*

## Step 2: Evaluate all risks and first aid

| Hazards/Risks  |   |
|--|---|
| HAZARDS IDENTIFIED WITH THE TRIP<br>(I.E. ACTIVITY COMPLETED AT HEIGHT; ACTIVITY COMPLETED ON WATER; MANUAL HANDLING OF LOADS) | <div></div>   |
| RISK LEVEL   | <input type="radio"/> High <input type="radio"/> Medium <input type="radio"/> Low |
| MANAGEMENT CONTROLS<br>(I.E. SPECIALISED TRAINING; SPECIAL EQUIPMENT REQUIRED FOR THE TRIP; EQUIPMENT INSPECTED BEFORE USE)    | <div></div>   |
| First Aid  |   |
| NUMBER OF QUALIFIED FIRST AIDERS   | <div></div>   |

## Step 3: Elaborate on the transportation

| How are you travelling?                    |   |  |
|--|---|--|
| <input checked="" type="checkbox"/> CAR(S) | <input checked="" type="checkbox"/> BUS(SES)  | <input checked="" type="checkbox"/> TRAIN(S) |
| CAR REG(S)<br><div></div>                  | PLEASE SUPPLY THE NAME, ADDRESS/PHONE OF THE BUS COMPANY(IES) BEING USED<br><div></div> | FROM TRAIN STATION<br><div></div>            |
| CAR DRIVER(S)<br><div></div>               | BUS INFO OUT<br><div></div>   | TO TRAIN STATION<br><div></div>              |
| DRIVER STUDENT NUMBER(S)<br><div></div>    | BUS INFO BACK<br><div></div>  | OUT TRAIN TIME<br><div>--:--</div>           |
|  |   | RETURN TRAIN TIME<br><div>--:--</div>        |

## Step 4: Add everyone who is going



Every person going on a trip should be a member.

**You must specify EVERY member that is travelling with you, you can amend the list of participants after submitting this form**

### Who is going?

#### Trip Participants (1)

Remove

**Creating a Trip DOES NOT (currently) create an event / appear to your members**  
If you wish to publicise this Trip on MU Life, or take bookings online, you will also need to create an event  
This will be changing in the near future to make the process easier

Submit Trip

#### Select Members

|  |       |
|--|-------|
|  | Add   |
|  | Add   |
|  | Add   |
|  | Add   |
|  | Add   |
|  | Added |

## Step 5: Submit Trip



Day Trips will be automatically approved.

|  | STATUS | TYPE | START            | END              | DESTINATION      | TITLE       | DETAILS | REQUESTED BY | REQUESTED  | FEEDBACK |
|--|--------|------|------------------|------------------|------------------|-------------|---------|--------------|------------|----------|
|  | AUTO   | DAY  | 07/09/2023 11:00 | 07/09/2023 20:30 | National Gallery | A Test Trip |         |              | 28/08/2023 |          |

## Step 6: Create an event if you wish to publicise it or take bookings





# Overnight Trips



Overnight Trips have to be submitted at least 7 days before the trip to be approved by the Clubs & Socs Office.

## Step 1: Enter all details about the trip

! Overnight trips REQUIRE office approval

! This form must be submitted at least 7 days before departing on an overnight trip

|                   |  |
|-------------------|--|
| <b>TRIP TITLE</b> | <input style="width: 90%;" type="text"/> |
|-------------------|--|

|                    |   |                      |  |
|--------------------|---|----------------------|--|
| <b>DEPART DATE</b> | <input style="width: 90%;" type="text"/> <span style="float: right; font-size: 0.8em;">📅</span>                             | <b>CONTACT NAME</b>  | <input style="width: 90%;" type="text"/> |
| <b>DEPART TIME</b> | <div style="border: 1px solid #ccc; padding: 2px;">Select Time</div> <span style="float: right; font-size: 0.8em;">▼</span> | <b>CONTACT EMAIL</b> | <input style="width: 90%;" type="text"/> |
| <b>RETURN DATE</b> | <input style="width: 90%;" type="text"/> <span style="float: right; font-size: 0.8em;">📅</span>                             | <b>CONTACT PHONE</b> | <input style="width: 90%;" type="text"/> |
| <b>RETURN TIME</b> | <div style="border: 1px solid #ccc; padding: 2px;">Select Time</div> <span style="float: right; font-size: 0.8em;">▼</span> |                      |  |

|                      |  |
|----------------------|--|
| <b>MEETING POINT</b> | <input style="width: 90%;" type="text"/> |
|----------------------|--|

|                    |  |
|--------------------|--|
| <b>DESTINATION</b> | <input style="width: 90%;" type="text"/> |
|--------------------|--|

GIVE A DETAILED DAILY ITINERARY OUTLINING EXACTLY WHAT YOU WILL BE DOING DURING THIS TRIP

🔗 ▼
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X<sub>2</sub>
14 ▼
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T<sup>+</sup> ▼
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?

*If you have any queries, please contact the Clubs & Societies Office*

## Step 2: Evaluate all risks, first aid and travel insurance

| Travel Insurance   |   |
|--|---|
| IS TRAVEL INSURANCE REQUIRED?  | <input type="radio"/> Yes <input type="radio"/> No                                |
| Hazards/Risks  |   |
| HAZARDS IDENTIFIED WITH THE TRIP<br>(I.E. ACTIVITY COMPLETED AT HEIGHT; ACTIVITY COMPLETED ON WATER; MANUAL HANDLING OF LOADS) | <div></div>   |
| RISK LEVEL   | <input type="radio"/> High <input type="radio"/> Medium <input type="radio"/> Low |
| MANAGEMENT CONTROLS<br>(I.E. SPECIALISED TRAINING; SPECIAL EQUIPMENT REQUIRED FOR THE TRIP; EQUIPMENT INSPECTED BEFORE USE)    | <div></div>   |
| First Aid  |   |
| NUMBER OF QUALIFIED FIRST AIDERS   | <div></div>   |

## Step 3: Elaborate on the accommodation and transportation

| Where are you staying?              |   |                                      |
|-------------------------------------|---|--------------------------------------|
| HOTEL/HOSTEL NAME(S)<br><div></div> | HOTEL/HOSTEL ADDRESS(ES)<br><div></div> | HOTEL/HOSTEL PHONE(S)<br><div></div> |

### How are you travelling?

☒ CAR(S)

CAR REG(S)

CAR DRIVER(S)

DRIVER STUDENT NUMBER(S)

☒ BUS(SES)

PLEASE SUPPLY THE NAME, ADDRESS/PHONE OF THE BUS COMPANY(IES) BEING USED

BUS INFO OUT

BUS INFO BACK

☒ TRAIN(S)

FROM TRAIN STATION

TO TRAIN STATION

OUT TRAIN TIME

RETURN TRAIN TIME

## Step 4: Add everyone who is going



Every person going on a trip should be a member.

**!** You must specify EVERY member that is travelling with you, you can amend the list of participants after submitting this form

### Who is going?

#### Trip Participants (1)

Remove

**!** Creating a Trip DOES NOT (currently) create an event / appear to your members

If you wish to publicise this Trip on MU Life, or take bookings online, you will also need to create an event




This will be changing in the near future to make the process easier

Submit Trip

#### Select Members

|  |       |
|--|-------|
|  | Add   |
|  | Add   |
|  | Add   |
|  | Add   |
|  | Added |

## Step 5: Submit Trip and wait for an email approving or denying the request

|   | STATUS  | TYPE | START               | END                 | DESTINATION | TITLE                  | DETAILS   | REQUESTED BY  | REQUESTED  | FEEDBACK |
|---|---------|------|---------------------|---------------------|-------------|------------------------|---|---|------------|----------|
|  | PENDING | IE   | 05/09/2023<br>07:00 | 07/09/2023<br>08:00 | Temple Bar  | Test Trip to<br>Dublin |  |  | 28/08/2023 |          |

## Step 6: Create an event if you wish to publicise it or take bookings



Only do so after the trip is approved.




## International Trips



International Trips have to be submitted at least 28 days before the trip to be approved by the Clubs & Socs Office.

## Step 1: Enter all details about the trip

|             |   |                      |                      |
|-------------|---|----------------------|----------------------|
| TRIP TITLE  |   | <input type="text"/> |                      |
| DEPART DATE | <input type="text"/>  | CONTACT NAME         | <input type="text"/> |
| DEPART TIME | Select Time  | CONTACT EMAIL        | <input type="text"/> |
| RETURN DATE | <input type="text"/>  | CONTACT PHONE        | <input type="text"/> |

*If you have any queries, please contact the Clubs & Societies Office*

|  |  |
|--|--|
| RETURN TIME  | Select Time <span>▼</span>   |
| MEETING POINT  | <input type="text"/>   |
| DESTINATION  | <input type="text"/>   |
| <p>GIVE A DETAILED DAILY ITINERARY OUTLINING<br/>EXACTLY WHAT YOU WILL BE DOING DURING THIS<br/>TRIP</p> | <div> <span>🔗</span> <span>B</span> <span>I</span> <span>U</span> <span>🔗</span> <span>X<sup>1</sup></span> <span>X<sub>1</sub></span> <span>14</span> <span>A</span> <span>T</span> <span>≡</span> <span>≡</span> <span>≡</span> <span>📅</span> <span>🔗</span> <span>—</span> </div> <div> <span>↶</span> <span>↷</span> <span>↕</span> <span>?</span> </div> |
|  | <input type="text"/>   |

## Step 2: Evaluate all risks, first aid and travel insurance

| Travel Insurance   |   |
|--|---|
| IS TRAVEL INSURANCE REQUIRED?  | <input type="radio"/> Yes <input type="radio"/> No                                |
| Hazards/Risks  |   |
| HAZARDS IDENTIFIED WITH THE TRIP<br>(I.E. ACTIVITY COMPLETED AT HEIGHT; ACTIVITY COMPLETED ON WATER; MANUAL HANDLING OF LOADS) | <input type="text"/>  |
| RISK LEVEL   | <input type="radio"/> High <input type="radio"/> Medium <input type="radio"/> Low |
| MANAGEMENT CONTROLS<br>(I.E. SPECIALISED TRAINING; SPECIAL EQUIPMENT REQUIRED FOR THE TRIP; EQUIPMENT INSPECTED BEFORE USE)    | <input type="text"/>  |
| First Aid  |   |
| NUMBER OF QUALIFIED FIRST AIDERS   | <input type="text"/>  |

*If you have any queries, please contact the Clubs & Societies Office*



## Step 3: Elaborate on the accommodation and transportation

### Where are you staying?

HOTEL/HOSTEL NAME(S)

HOTEL/HOSTEL ADDRESS(ES)

HOTEL/HOSTEL PHONE(S)

### How are you travelling?

☒ CAR(S)
 

CAR REG(S)

CAR DRIVER(S)

DRIVER STUDENT NUMBER(S)

☒ BUS(SES)/FERRY
 

PLEASE SUPPLY THE NAME, ADDRESS/PHONE OF THE BUS/FERRY COMPANY(IES) BEING USED

BUS/FERRY INFO OUT

BUS/FERRY INFO BACK

☒ PLANE(S)
 

AIRLINE/AIRPORT OUT

FLIGHT NUMBER OUT

AIRLINE/AIRPORT RETURN

FLIGHT NUMBER RETURN

## Step 4: Add everyone who is going

Every person going on a trip should be a member and be over 18.

*If you have any queries, please contact the Clubs & Societies Office*

**i** You must specify EVERY member that is travelling with you, you can amend the list of participants after submitting this form

### Who is going?

#### Trip Participants (1)

Remove

**i** Creating a Trip DOES NOT (currently) create an event / appear to your members  
If you wish to publicise this Trip on MU Life, or take bookings online, you will also need to create an event  
This will be changing in the near future to make the process easier

Submit Trip

#### Select Members

|  |       |
|--|-------|
|  | Add   |
|  | Add   |
|  | Add   |
|  | Add   |
|  | Add   |
|  | Added |

## Step 5: Submit Trip and wait for an email approving or denying the request

| STATUS         | TYPE | START            | END              | DESTINATION   | TITLE               | DETAILS | REQUESTED BY | REQUESTED  | FEEDBACK |
|----------------|------|------------------|------------------|---------------|---------------------|---------|--------------|------------|----------|
| <b>PENDING</b> | INT  | 27/09/2023 06:00 | 30/09/2023 21:30 | Madrid, Spain | Test Trip to Madrid |         |              | 28/08/2023 |          |

## Step 6: Create an event if you wish to publicise it or take bookings

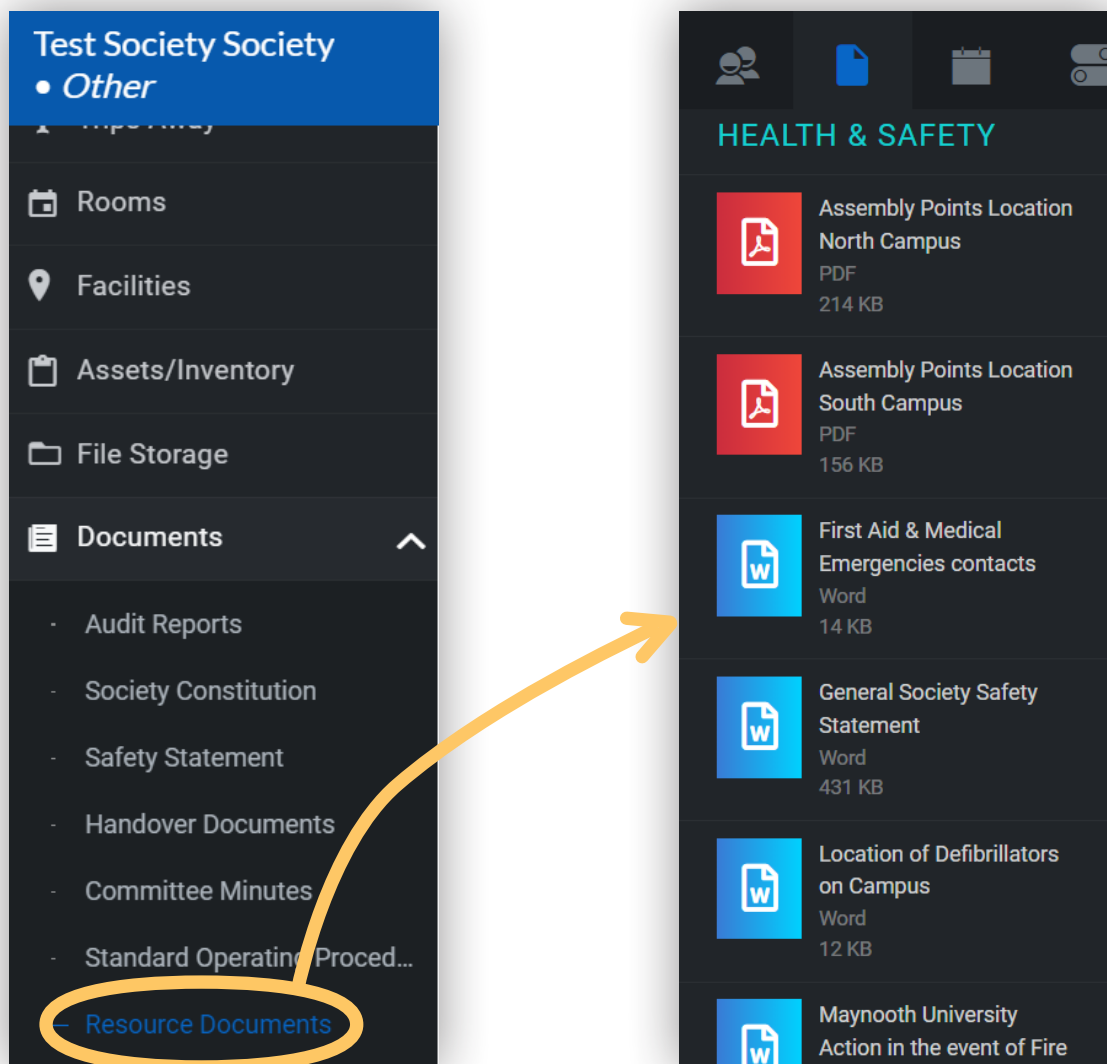


Only do so after the trip is approved.



# Health & Safety

All Health and Safety documents can be found on MU Life in the Resource Document Section.



There can be found such documents:

- Assembly Points Location on [North](#) and [South](#) Campus;
- [First Aid & Medical Emergency contacts](#);
- [Location of Defibrillators on Campus](#);
- [How to Act in the event of Fire](#);

Also, there are multiple support services available on and off campus. If you or anyone you know is in distress or struggling with managing stress, please refer to the [Supports Poster in English](#) or as [Gaeilge](#).

*If you have any queries, please contact the Clubs & Societies Office*





# Safety Statement



Each Club and Society should upload the [Safety Statement](#) on MU Life and have it approved by the Clubs & Socs Office.

## Safety Statements Require Office Approval

| CURRENT   | ADDED       |                               | APPROVED  |
|---|-------------|-------------------------------|---|
|  | 14 May 2023 | <a href="#">View PDF File</a> |  |

The form can be found in Resource Documents:

- Society Safety Statement:
  - ◊ [General Template](#);
  - ◊ [Artistic & Performance Societies Template](#);
- [Clubs Safety Statement Template](#).



*If you have any queries, please contact the Clubs & Societies Office*





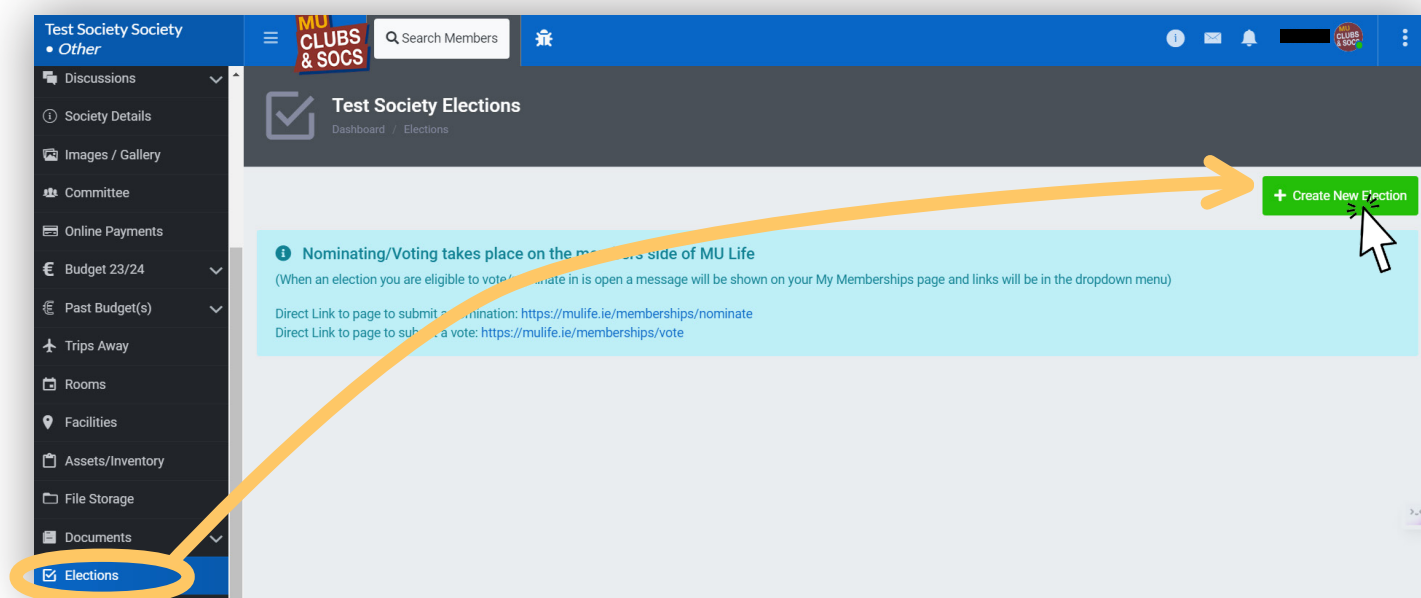
# Elections



At the end of the year, an election should be held to elect committee members democratically.

Clubs & Socs Office encourage the elections to be held on the [MU Life website](#).

## Step 1: Open Elections on MU Life



## Step 2: Fill in all information



Only Allow MU Student Members to vote.

|                |  |
|----------------|--|
| Run By         | Test Society   |
| Election Title | <input type="text"/>   |
| Election Note  | <input type="text" value="Optional note to appear on election info page"/> |

*If you have any queries, please contact the Clubs & Societies Office*

Students Only? ☒ Only Allow MU Student Members ☐ Allow Any Active Members

Nominations By Active Test Society Members

Nominations Open Start date Midnight 00

Nominations Close Start date Midnight 00

Voting By Active Test Society Members

Note: Once voting opens, no more changes can be made and the vote cannot be closed until the date/time specified

Voting Opens Start date Midnight 00

Voting Closes Start date Midnight 00

Positions Add positions individually, once the election has been created

[+ Create Election](#)

## Step 3: Add a position

Voting is set to open: 01/09/2023 at 12:25

**Election: Test Election** [Edit](#)

|                |                                     |
|----------------|-------------------------------------|
| Run By         | Test Society                        |
| Election Title | Test Election                       |
| Created        | 01/09/2023 at 12:06, by: [REDACTED] |
| Students Only? | Only Allow MU Student Members       |

|                   |                             |
|-------------------|-----------------------------|
| Nominations By    | Active Test Society Members |
| Nominations Open  | 01/09/2023 at 12:00         |
| Nominations Close | 01/09/2023 at 12:20         |
| Positions         | <div>+ Add a Position</div> |
| Voting By         | Active Test Society Members |
| Voting Opens      | 01/09/2023 at 12:25         |
| Voting Closes     | 01/09/2023 at 12:45         |

*If you have any queries, please contact the Clubs & Societies Office*



## Step 4: Fill in all information


### Add Position (Election: Test Election)

|   |  |
|---|--|
| Position Title                              | <input type="text"/>   |
| Require Secunder                            | <input checked="" type="radio"/> Yes <input type="radio"/> No            |
| Enable Required Headshot                    | <input checked="" type="radio"/> Yes <input type="radio"/> No            |
| Enable Optional Portfolio                   | <input checked="" type="radio"/> Yes <input type="radio"/> No            |
| Add Ballot Option:<br>"Re-Open Nominations" | <input checked="" type="radio"/> Yes <input type="radio"/> No            |
| Number of Selections                        | How many candidates can a voter select<br><input type="text" value="1"/> |
| Note Shown on Ballot                        | <input type="text" value="Optional note to appear above this position"/> |

#### Position Nomination Questions

You can add up to 3 custom questions to the nomination form, the nominee's answers will be shown on the ballot (i.e. *Why are you running for this position?* or *What experience have you in this position?*)  
Included questions will require an answer from the nominee and are limited to 200 words  
NOTE: You CANNOT add or edit these questions once the position has been added

|            |   |
|------------|---|
| Question 1 | <input type="checkbox"/> Include Question 1 |
| Question 2 | <input type="checkbox"/> Include Question 2 |
| Question 3 | <input type="checkbox"/> Include Question 3 |


 Add Position




## Step 5: Announce the nominations



Regular members can nominate themselves on the [MU Life nominations page](#). Committee members can nominate themselves either like regular members or by clicking “+” on the elections page.

|               |   |
|---------------|---|
| Positions     | Test position <br>+ Add a Position |
| Voting By     | Active Test Society Members   |
| Voting Opens  | 01/09/2023 at 12:25   |
| Voting Closes | 01/09/2023 at 12:45   |

Test position Ballot
 0 

## Step 6: Nominees have to fill in a form

### Submit Test Election Nomination

#### Position


---

#### Ballot Name

Note: On the committee side, this nomination will show "System: Olena Kaniuka", but your name will not be shown on the members/voting pages

#### Test question \*

5 words Max: 200 words



## Step 7: Announce the election opening



It is advisable to open nominations before the AGM, during the AGM, let every nominee speak and explain why others should vote for them. Afterwards, open the elections for the members to vote for their preferred candidate.

Nominations are open

1 received

Voting is set to open: 01/09/2023 at 12:25

Test position Ballot

1 +

SUBMITTED

NOMINEE

01/09/2023 at 12:11

System: [REDACTED]  
Ballot: Test Name

Re-Open Nominations Option



*If you have any queries, please contact the Clubs & Societies Office*



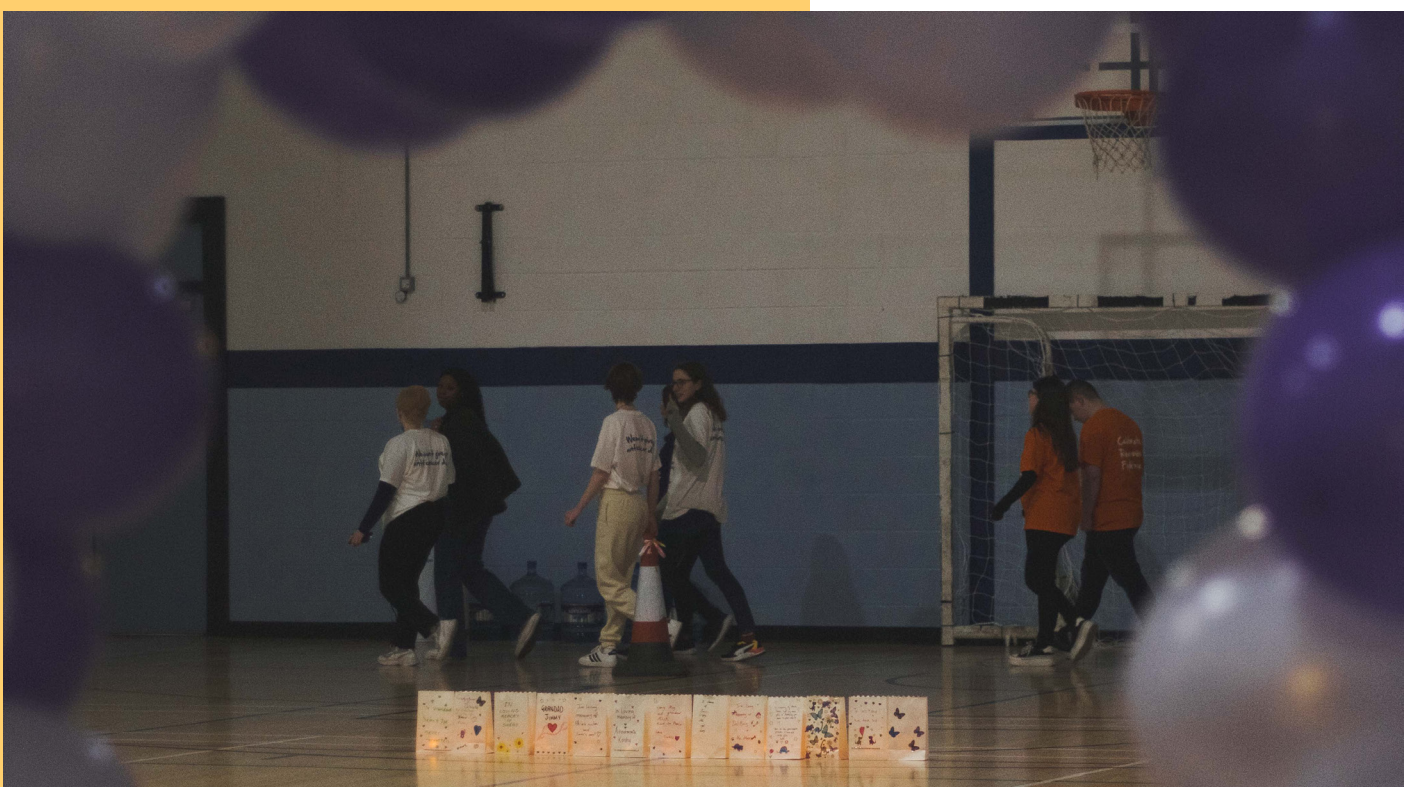
# Preparation Checklists

## Beginning of Year

- ☐ Register all committee members on [MU Life](#);
- ☐ Familiarise yourself with your [MU Life page](#) and update if needed;
- ☐ Read the [Constitution](#) to understand the aims and objectives of your club/society;
- ☐ Read relevant [handover documents](#) to understand what was expected of your role and if the outgoing committee left any advice;
- ☐ Ensure your clubs/society's emails and social media DMs are checked regularly;
- ☐ Have a first meeting with the committee, plan the budget and events;
- ☐ Set time aside for Fairs Day and plan who will be at the stand at what time;

## End of Year

- ☐ Hold an AGM and vote for the new committee;
- ☐ Submit [Handover Documents](#), a [Safety Statement](#), a [Bank Mandate](#), and [Committee Minutes](#);
- ☐ Plan and submit Budget;
- ☐ Make sure to pay off any debts to all members.



*If you have any queries, please contact the Clubs & Societies Office*





# How to set up a Club/Soc

## Step 1: Reach out to Clubs & Socs Office



Email [Mary MacCourt](mailto:mary.maccourt@mu.ie) (mary.maccourt@mu.ie) or [Mary Banahan](mailto:mary.banahan@mu.ie) (mary.banahan@mu.ie)

## Step 2: Fill in all documents

- Type a letter of application addressed to the Societies/Clubs Management Committee, Maynooth University;
- Get 30 potential members to sign a form created by the Office;
- Complete New club/soc form;
- Complete the club/soc Constitution;
- List all committee members.



*If you have any queries, please contact the Clubs & Societies Office*