

Central Societies Committee

**C.S.C. EXECUTIVE COMMITTEE
GRANTS POLICY DOCUMENT 2007 - 2008**

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C.S.C. EXECUTIVE COMMITTEE GRANTS POLICY 2007/2008

1. ELIGIBILITY

The C.S.C. allocates grants to recognised societies and to societies which have been granted provisional recognition.

2. RECOGNITION OF NEW SOCIETIES

2.1

If a group of students wish to form a new society, it may make application to the CSC Executive Committee. The group may be given associative or provisional recognition so long as –

It has 100 or more signatures in support of the application. College ID numbers should accompany the signatures for verification purposes. Signatories must be capitated students of the University of Dublin.

A constitution and statement of aims is produced and is satisfactory to the Executive. The constitution must be democratic with proper financial controls. The principal aims of the society must not already be covered in the aims of any recognised society or capitated body or group thereof.

It satisfies the Executive that the society is likely to make a long-term contribution to student life in College and to continue on an on-going basis.

In the implementation of Art. 11(1)ii of the CSC Constitution, the Executive does not regard as likely to make a long-term contribution to student life in College, groups, whose sole or primary aim is, in its opinion, a clearly achievable short-term goal.

The society then becomes eligible to receive certain grants subject to the restriction as laid down in section 12. Associative or Provisional societies cannot vote at general meetings of the CSC. A provisionally recognised society is deemed fully recognised on passage of a motion for such recognition at a General Meeting of the CSC.

2.2

Before the CSC Executive proposes a motion to grant full recognition to a society it must receive and approve

A secretary's report detailing the activities and achievements of the society during its period of provisional recognition.

Satisfactory accounts of the income and expenditure incurred for at least one financial year, (1 April – 31 March), and in any case from the date of official provisional recognition.

An up-to-date copy of the society's constitution with a memorandum drawing the attention of the Executive to any changes made since provisional recognition was granted. Such changes, as with all constitution changes, are only valid if they have been previously ratified by the Executive of the CSC.

Evidence showing the society to have 50 or more fully paid up members who are capitated students.

If it is satisfied with these submissions and feels that all the reasons for provisional recognition still hold, then the Executive may recommend the society for full recognition.

2.3

The Capitation Committee is notified of any recognitions for information purposes and the College Secretary is informed so that newly recognised societies may be included in the College Calendar.

3. MEMBERSHIP OF SOCIETIES

3.1

Societies must be open to all capitated students for a membership fee of not more than €6.50 per capita per annum and not less than €1.00 per capita per annum. Membership fees falling outside this range must be approved by the Executive and such approval will only be given in exceptional circumstances.

3.2

All College staff should be allowed to join College Societies. Their membership status and subscription level should be decided by the society.

4. DEFUNCT SOCIETIES

4.1

A society will be rendered defunct by the Executive if any of the following circumstances apply in two consecutive academic years:

Failure of the society to submit accounts which are satisfactory. Accounts shall be deemed satisfactory or otherwise by the Executive based on the recommendations of the Treasurer, Honorary Treasurer or Auditor.

Failure of the society to submit a satisfactory secretary's report. Secretary's reports shall be deemed satisfactory or otherwise by the Executive based on the recommendations of the Secretary of the CSC.

Failure to submit a completed grant application form.

Failure of the society to elect a committee.

4.2

The next general meeting of the CSC will be asked formally to declare the society defunct, and withdraw its recognition. A defunct society, which is in debt, cannot reapply for recognition within the next 5 years, nor will an application be entertained by any group with the same aim(s).

5. ACCOUNTS

5.1

Every society must operate its financial affairs through a bank account. Cash transactions should only be used when absolutely necessary. All transaction details of whatever type must be noted in detail by the Treasurer in an account ledger kept for this purpose. All receipts must be retained and marked to correspond with the appropriate ledger entry.

5.2

Each society cheque must be signed by any two of the Chairperson, Treasurer, or Secretary. Chequebook stubs must be completed in detail at the time of the transaction and completed chequebooks retained for reference.

5.3

Only bank accounts approved by the relevant CSC Treasurer may be operated by societies, and statements for these accounts must be maintained by the society Treasurer. Society bank statements must be sent to the CSC in the first instance, where they will be copied and forwarded to the Society Treasurer.

5.4

After a society's AGM a bank account change of signatory form must be completed. This form must also be signed by the relevant Treasurer of the CSC. The chequebook signatories must

include the society Treasurer who should generally hold the chequebook at all times.

5.5

The Chairperson and Treasurer of each society or whoever are the signatories of the cheques are responsible to the society and to the CSC for all the money spent during their term of office. This responsibility includes responsibility for the on-going maintenance of satisfactory accounts being presented to the CSC, as outlined in section [4], for that period in which they held office. The Chairperson, Secretary and Treasurer will be responsible in whole or in part for the accounts and other duties of their office of the Society in any financial year in which they serve. If misappropriation or gross financial incompetence has occurred the CSC has the power to ask the College to prevent registration by and to withhold degrees from the persons responsible until they have made good the deficit incurred.

5.6

All treasurers are required to attend a meeting with the relevant treasurer of the CSC before the end of November 2007. At this meeting the grants procedure will be explained.

5.7

All changes of committee must be notified to the CSC immediately. New Treasurers **must** arrange a meeting with the relevant CSC Treasurer as soon as possible.

5.8

If he feels it necessary, the Treasurer or Hon. Treasurer may request a society to furnish up-to-date accounts at any time during the financial year. In such a case, the society Treasurer will receive 21 days' notice to submit these accounts, which must be accurate and complete, up until at least the date on which the request was made.

6. SUSPENSION OF SOCIETIES

6.1 A society may be suspended if any of the following circumstances occur:

The society is declared by the CSC auditor to be insolvent, and, in the opinion of the auditor, will not become solvent in the foreseeable future.

The society is deemed to have behaved in a grossly improper manner, which is likely to bring the name of the University and/or the CSC into disrepute. The application of this clause will be decided upon by the Executive at the recommendation of the Chair and, if necessary in consultation with the college authorities.

The society has behaved in a financially incompetent or reckless manner. It should be noted that a society may be considered to have behaved in this manner even if its accounts are satisfactory. The application of this clause will be decided upon by the Executive at the recommendation of the relevant Treasurer.

6.2

A society which has been suspended will suffer the following restrictions pending a resolution of the suspension:

Loss of society rooms should it have such rooms.

Suspension of the right to book rooms within college.

Restriction of grants to those allowed for provisionally recognised societies as laid down in section [12].

And other such penalties as the Executive feels are appropriate for the specific case in question.

7. CRITERIA FOR DETERMINING ALLOCATIONS

7.1

Scale of activities as determined by a society's annual secretary's report. This report should include the following:

A detailed description of activities during the previous year.

Total membership as at the end of the previous year (31 March).

A list of all elected or co-opted to office during the year.

A description of the meetings or other activities of the society during the year including the number of meetings, attendances, names of speakers, titles of films shown, reports of field trips etc.

Extent and nature of use of society rooms.

Details of any constitutional changes adopted during the year.

7.2

Grants in previous years, and use made thereof.

7.3

The originality, creativity, expertise and enthusiasm of the members of the society.

7.4

The overall financial position of the society, as determined by previous years' accounts.

7.5

The interest shown by the general College body in the activities of the society.

7.6

Outside fund-raising achieved in current and previous years.

Successful fund-raising will have no negative bearing on a society's grant application, rather it is encouraged.

7.7

Membership as at the end of the last academic year, and paid-up membership to date for the current year.

7.8

And any other stipulations which may be introduced into the Constitution from time to time.

8. GRANT APPLICATIONS

8.1

Grant applications cannot be considered until confirmation that the society's constitution held on record by the CSC is that governing the operation of the society, accounts and the annual Secretary's Report for the previous year have been received. Accounts must be submitted before June 30th and should refer to the year 1 April – 31 March. Accounts arriving late will usually result in the Society being subject to a financial penalty and they may be declared unsatisfactory for the year. Accounts arriving after the 30th September will be automatically deemed unsatisfactory and will have to be passed by the executive. No grants will be paid after 31st March to a society until its accounts have been received and approved.

At the discretion of the CSC Executive, a society which has not presented any accounts for the previous CSC year may have a grant application considered with the following limitations:

Grants will not be given under section 9.2.6 (Equipment & Capital Items)

Grants will not be given under section 9.3.4 (Travel)

The Society will not lose its full recognition, i.e. its right to vote at general meetings and its right

to a room.

This period of “probation” will lapse after one year provided that satisfactory accounts are presented.

However, should a new committee be formed (which must exclude any of the previous year’s officers) the CSC Executive may use its discretionary powers to waive any grant application restrictions.

8.2

Societies should submit their Grant Application Form online, as soon as it becomes available. It should be noted that Grant Application forms must be submitted during Michaelmas Term in order to be considered.

8.3

Supplementary requests to cover unforeseen circumstances will be considered at any time during the year and will not receive priority.

8.4

For budgetary purposes the Executive will set a limit on the amount of granted funding each society can be paid during the fiscal year.

8.5

Any society which is unhappy with its allocation may appeal a decision of the Executive to a General Meeting. Societies must in the first instance, go back to Executive with a more detailed application. Where an appeal is heard, other items granted by the Executive may be altered in light of any new information being presented.

9. GRANT ALLOCATIONS

The CSC Executive at its discretion may make money available under the following headings or for any purpose it deems appropriate in accordance with the CSC constitution.

9.1 GENERAL ADMINISTRATION EXPENSES

9.1.1 Basic Administration Grant

Intended to fund: Markers, envelopes, tea & coffee, etc.

The Executive will base its allocation primarily on a society’s general level of activity. Considerable weight will be attached to the previous year’s grant and expenditure under this heading. Any application for a grant in excess of €80 must be set out in detail. Amounts granted up to €80 may be paid out immediately without the necessity of the presentation of receipts. Notwithstanding this payment procedure, attention is drawn to section 11.1 of this document. The maximum grant is €635.

9.2 MEETING EXPENSES

In order to qualify for funding, it is necessary for a society to adequately publicise events and meetings. In order to ensure that this occurs, societies are required to enter details of all meetings and events including the names of speakers, etc. in the CSC Event Guide. All submissions must be made online in advance of the event taking place.

9.2.1 Speakers’ Expenses

The cost of a speaker’s travel (air, rail and taxi fares), accommodation and entertainment will be provided as set out below. For the purposes of payout, the figures in each category will be considered maximal totals, though payments for each speaker will not

exceed the individual grant limit:

Speakers' travel: Speakers from overseas will have their travel costs subsidised to a maximum of €200 and a limit of €25 will apply to speakers from Ireland. Travel fares are not normally provided for speakers from Dublin. Overseas and Irish speakers whose travel costs are in excess of the above maximum may be applied for on a case by case basis. Executive will decide whether to fund them under normal travel or under "Special Grants" (9.6)

Speakers' accommodation: Accommodation will be subsidised at the rate of €90 per night for up to two nights in the case of a speaker from overseas and for one night for an Irish speaker from outside Dublin. Again no accommodation will be provided for speakers from Dublin. Speakers, where possible, may be put up in College rooms, bookable through the Accommodation Office. *Delete "College charges €85 a night for its guestrooms".*

Speakers' entertainment: speakers' entertainment will be subsidised at a maximum of €30 per person. The CSC will fund members of the society to accompany their guests according to the following table:

Guests	Society Representatives
1	1
2	2
3	2
4	3
any more than 4	3

Receipts should have printed clearly on the reverse the names of all those attending for whom money is being claimed and should be signed by the guest. Speakers should be entertained at Commons if places are available. Commons tickets *cost €19 per individual, they are cheaper if bought in batches of six.*

Speakers will not normally be funded for meetings held on Saturdays, Sundays or out of term or for meetings held off campus. Special arrangements must be made for such meetings.

9.2.2 Main Meeting

Speakers' expenses will be covered under [9.2.2] above. Reception expenses may also be provided but only where the reception is open to all members of the society and the meeting has been well publicised. In order to satisfy this requirement, the meeting must be included in the CSC weekly events guide as detailed at the end of section [9.2.1] above and the listing must include the words "Reception to follow. All members welcome" in order to qualify for funding. This reception will be subsidised at a rate of €2.75 per member for the first 60 members and €1.50 for each one thereafter up to a ceiling of €400 per annum. If a society wishes, and after the sanction of the CSC, this grant may be spent on an item of unusual expenditure instead of a reception.

9.2.3 Instruction

Societies wishing to hold classes or instruction sessions which are relevant to the aims of the society may have the expenses involved defrayed by the CSC. Details of all costs and admission charges will be required. A society will not normally be permitted to pay students or staff of the college for providing instruction. Classes must be advertised in the CSC weekly events guide as laid out in section [9.2.1] above. Even where classes are already full, they must be included in the guide for information purposes. CSC will not normally fund the full costs of instruction and members will be expected to make a contribution. The CSC will normally provide funding on a profit-and-loss basis.

9.2.4 Hire of Halls / Security

College accommodation is usually available without charge. The CSC will normally cover security charges of up to €240 per term. Further charges may be considered in unusual circumstances. *CSC will cover college cleaning charges where they are applied.* Returnable deposits on halls will not be subsidised.

9.2.5 Materials

Where a society uses consumable materials or articles for short-term hire, the cost of hiring or purchasing these may be subsidised. A detailed breakdown must be submitted of what items are required and to what purpose they are to be put. A detailed breakdown of cost is also required along with the name of the probable supplier. Where multiple items are being requested a relative need list should be included, i.e. rank them from 1 on in the order of need (1 = vital, if we get only one thing then let this be it). The CSC will not normally pay for the hire of films or videos for display at society meetings. The CSC recognises the fact that societies will wish to show films and videos from time to time and these societies must note that these showings are classified as public performances, and videos for them should be obtained from General Film Distributors Ltd. or another legal group viewing distributor. Illegal video showings are considered a major disciplinary matter within College.

9.2.6 Equipment & Capital Items

When a Society needs to purchase specialist equipment or other expensive items necessary for its continued existence, an application should be made in a similar form to 'Materials' above, including details of what security arrangements are intended to safeguard the items. The CSC Administrative Officer should be informed immediately of any purchases and their replacement value, in order that s/he may update the rooms inventory for insurance purposes. Equipment must only be used for legitimate society business.

9.3 OTHER ACTIVITIES

9.3.1 Competition Entry Fees

Where a society wishes to enter an individual or team in a competition which is of direct interest to the furtherance of its aims, the entry fees may be subsidised by the CSC. The individuals entered should have their names recorded on the reverse of the receipt if they are not all already mentioned on the front.

9.3.2 Affiliation Fees

Necessary affiliation fees to external organisations may be granted. Details of the body to which the society wishes to be affiliated and the benefits accrued must be presented. CSC will fund for branch or group affiliation only and not for individual members. In the case where group affiliation is not available, the CSC will fund for one or two members to be affiliated and any information can be disseminated through them to the Society.

9.3.3 Travel

Societies are reminded that any travel must be for *bona fide* purposes to further the aims of the society and that only those trips agreed beforehand will be funded. The trip should be open to all *and only* paid-up members of the society. Only capitated students who are *fully paid-up* members of the society will be subsidised. A list of those who are to travel must be given to the CSC prior to the trip. This list is to be submitted on line and will contain the following details: name of member travelling; College ID; society membership number; name of next of kin and contact details for next of kin. If this list is not with the CSC prior to the trip no grant will be issued. An itinerary of the proposed trip must be submitted with the grant application. (Societies are advised to

allow at least one term-time week for the processing of such applications.) In order to conserve resources the Executive may limit the number of persons that will receive a subsidy. Any cancellation fees incurred by the society will not be subsidised by the CSC. The Executive has determined that when necessary, checks will be made to ensure that the itinerary as presented, has been fully undertaken.

Students travelling on society trips will not have personal accident cover or travel insurance. Third party bodily injury or property damage insurance may be provided on a case by case basis on consultation with the CSC.

Irish Travel and Overseas Non-conference Travel:

Conferences, congresses or field trips may be funded by the CSC. Part-payment of conference fees, should they be incurred, may also be considered.

The number of participants subsidised in a given year shall not exceed 20% of membership, or 40 people, whichever is the lesser.

On the basis of the submission of a satisfactory itinerary, a grant for travel and accommodation will be paid at the rate of up to a maximum of €60 per person.

Overseas Conference Travel:

Societies may be subsidised at a higher than normal travel rate, for delegates they send to events outside Ireland, depending on the size and activity of the society. Names of those travelling should be submitted at the time of booking. No conference may be booked before getting prior approval from the CSC Executive.

9.3.4 Conference Registration

The cost of registration or admission to conference and other events of relevance to societies may be subsidised.

9.3.5 Conferences hosted by the Society

The Executive may provide extra funding towards the running of conferences other than that provided for elsewhere. Where other grants are made under other headings for the express purpose of subsidising the holding of a conference, the Executive may stipulate any conditions relating to the conduct of the conference that it feels are appropriate. The conference must be included in the CSC events guide as detailed in section [9.2.1] above. Where the CSC Executive has been misled in relation to a conference grant, it may take extreme measures against the society in question. A detailed projection of income and expenditure must be submitted before any financial commitments are entered into by the society and a meeting with both Treasurers of the CSC should be arranged to discuss matters that might arise. Conferences must be separately accounted for and such accounts must accompany the society end of year accounts.

9.4 ROOMS EXPENSES

9.4.1 Library Expenses

Where a society currently operates a library, funding may be provided to purchase books and/or periodicals. Only societies who already operate efficient libraries will normally be funded and the secretary of the CSC will inspect its operations prior to funds being released.

9.4.2 Kettles, Cups, etc.

These will be provided for through the CSC – submit a request for Amenities online.

9.4.3 Furnishings

Furnishings may also be subsidised and will be purchased directly by the CSC. Again,

submit a request for Amenities online.

9.5 MISCELLANEOUS

A society may apply for subsidy for anything not covered above, provided it is demonstrated that the purpose is to further the aims of the society. Very detailed information is required in order to allow the fair consideration of such application. Applications under this heading will be considered on their individual merits.

9.6 SPECIAL GRANTS

A society may apply for subsidy for a special one-off event where costs would not be met by one of the grant headings above. **Very detailed information is required in order to allow the fair consideration of such applications**. Special grants are not subject to Section [8.4] above.

10 FUNDRAISING ACTIVITIES

A society may raise funds itself which can be used at its discretion provided it is used to further the stated aims of the society. A separate account of fundraising activities should be kept and presented to the CSC. Fundraising events will not be subsidised by the CSC.

11 PAYMENT OF GRANTS

11.1

With the exception of the basic administration grant (up to €80), all grants will be paid after the event and only on production of receipts and/or other documentary evidence. However receipts or other documentary evidence are required in support of all expenditure when a society's accounts are submitted, including the first €80 of the basic administration grant.

11.2

Where grants have not been collected or payment specifically deferred by the CSC Executive to the following year, all allocations for the year are voided at 30th September 2008. To be reinstated after 30th September 2008, the Executive must give specific approval. Such approval will not normally be forthcoming.

12 GRANTS TO ASSOCIATIVE AND PROVISIONAL SOCIETIES

Grants to associative societies will, in line with section Section 11.1.1. of the CSC Constitution be for minor administrative outlays only. Provisionally recognised societies are not given grants for the following: Rooms expenses, society travel, or capital items, unless the Executive can be satisfied that such grants are necessary to the survival of the society.