



BY-ELECTION PACK 5TH OCTOBER 2023

**VACANT POSITIONS
POSTGRADUATE OFFICER
WELFARE OFFICER
STUDENT ACTIVITIES OFFICER- LIMERICK CAMPUS**



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WELCOME

We are delighted that you are considering running for one of the Officerships on the MISU Executive Committee. The following Officerships need to be filled for the 2023/2024 Academic Year:

- Part-time (paid) - Postgraduate Officer
- Part-time - Welfare Officer and Student Activities Officer Limerick Campus

MISU is the recognised representative body for the undergraduate and postgraduate students (our members) of Mary Immaculate College (MIC), Limerick, and Thurles. We support and represent our members during their time in MIC to ensure they have a positive and fulfilling student experience.

Our mission statement is **Giving you a voice, helping you to use it, enriching your college experience.** We give students a voice and help them to use it through our Representation, Advocacy and Leadership activities and we enrich their college experience through the provision of Services, Clubs & Societies, Events and Facilities.

MISU is a dynamic, fast-paced, professional, positive, and inclusive organisation. We are continuously growing, evolving, and responding to and supporting the needs of our members. This is a very exciting time to join MISU as we prepare to expand the range of opportunities available to our membership to engage with our services. While MISU is independent of MIC, we work closely with the College in the interests of our members.

This pack is designed to give you all the information you'll need to run for in the By-Election and the Officerships to be filled. It should be read in conjunction with the Election Regulations and Articles 9, 10, and 11 of the MISU Constitution, all of which are provided at the end of this pack.



ABOUT MISU

MISU is the recognised representative body for the students of Mary Immaculate College and the elected full-time and part-time student officers play a key role in this. MISU has been a full-time professional representative for the MIC student body for more than two decades.

MIC students are an integral part of the MIC community, and MISU is here to champion their voice and experience within that community. MISU works to enhance life in MIC so that students' rights are protected, their needs and entitlements are met and their time in MIC is made valuable to their education and development, as well as fulfilling and enjoyable.

MISU is a democratic organisation with structures and systems defined by our constitution. The student body is represented by a democratically elected Executive Committee (the team of full-time and part-time elected student officers) who oversee and deliver the Representation, Advocacy & Leadership function of MISU. MISU's Services, Operations & Finances are overseen by the General Manager who is supported by a team of staff.

MISU operates as an unincorporated Club/Society and our core activities and operations are funded through a capitation grant.

Our commercial services provide an additional financial stream for us and these services are incorporated as a Designated Activity Company (DAC) known as MISU Commercial Services DAC.

WHAT WE'RE ABOUT

Our values and principles underpin what we do, how we do it and what we believe in:

 OUR VALUES		
WELCOMING	EMPOWERING	INCLUSIVE
PARTICIPATIVE	POSITIVE	RELEVANT
SUPPORTIVE		STUDENT-CENTRED

 OUR PRINCIPLES		
DEMOCRATIC	ACCOUNTABLE	TRANSPARENT
PROFESSIONAL	EFFICIENT & EFFECTIVE	PRO ACTIVE
FAIR & EQUITABLE		

STRATEGIC PLAN

In our Strategic Plan we have set out four high-level priorities to work on from 2020 through to 2024. These priorities are:

- Representation, Advocacy and Leadership
- Student Experience
- Services
- Structures and Systems

You can find out more information on our Strategic Plan on www.misu.ie.

OPERATIONS

MISU is structured into four departments; Representation, Leadership & Advocacy, Clubs & Societies, Communications & Services and Operations & Finance.

Our Representation, Leadership & Advocacy department is overseen by the MISU President and Executive Committee, who are elected student representatives, while our Clubs & Societies, Communications & Services and Operations & Finance are overseen by the General Manager and a team of full-time staff.

REPRESENTATION, LEADERSHIP & ADVOCACY

MISU provides a democratically elected voice to represent the student body in negotiations with MIC staff and management as well as with other organisations on a local, national and international level. Students are represented by the elected Sabbatical Officers (full-time paid officers); President, Vice-President Academic and Vice-President Student Experience & Wellbeing, the part-time officers (2 of which are paid officerships) and Class Representatives who make up Union Council (UC.)

Students' interests are represented by MISU in the following ways;

Through elections and referenda

Election of Sabbatical Officers, Part-Time Officers and Class Reps where the student body votes for who they want to represent, advocate for and lead them.

Referenda are held when required. A referendum is how MISU can make changes to the Constitution.



At Union Council

The forum at which students make decisions re. Union policy, activities and campaigns and through which Executive Committee news and views are conveyed to Union members and vice versa.

Union Council (UC) consists of all the Class Representatives (Reps) and the Executive Committee, although it is open to all students. Class Reps through Union Council can mandate the Executive Committee to carry out certain actions or take a certain stance on an issue. Class Reps are a key link between the Executive and the general student body.

Through the Union General Meeting (UGM)

The Union General Meeting (UGM) is the supreme governing body of MISU and is held twice a semester. UGMs are open to all students to attend.

The UGM has the power to mandate Union Council and the Executive Committee. There must be at least 5% of the Union's membership at the UGM for it to be quorum.

On College Boards & Committees

The Sabbatical Officers and other Executive members sit on the following committees; Access Committee, Academic Programme Appraisals Committee (APAC), An Comhairle Acadúil (Academic Council), An tÚdarás Rialaithe (Governing Body), Arts Faculty Board, Education Faculty Board, Education Course Board, Education and Psychology Course Board, Postgraduate Masters in Education Course Board, Directorate of Teaching and Learning, Energy & Environment Committee, Equality Committee, Health and Safety Committee, Healthy Campus Committee, ICT Committee, Masters in Educational Psychology (MAEP) Course Board, Quality Committee, Research Committee, Students Assistance Fund, Student Discipline Committee, Student Wellbeing Committee, UL Academic Council, UL Academic Regulations Committee, Wired FM Board.

Through liaison with external bodies

MISU has representation at the following bodies; Board of Irish College Societies (BICS), ASUA, Irish National Teachers' Organisation (INTO), ACUI.



MISU also provides support to students in the following ways;

- Academic Support; Educational issues such as assignments, exams, syndication & plagiarism, school placement appeals.
- Welfare; Promoting positive mental health within MIC, assisting students in financial difficulty through Student Welfare Fund, advising students in relation to landlord/tenant Issues, advice on personal safety.
- MISU also works with MIC to improve health and on-campus medical services.
- Equality; MISU represents students' interests re.Equality (student equality, disability, minority rights and general entitlements).
- One to One support is also provided to students.

CLUBS & SOCIETIES

Clubs & Societies are a huge part of college life and there is a wide range of them in MIC, all of which are open to current registered MIC students. They provide a range of activities such as trips away, tournaments, music sessions, musicals, workshops, fundraisers, table quizzes and social nights. MISU is part of the BICS (Board of Irish College Societies) network so by joining Clubs & Societies here at MIC you will also have the opportunity to network with like-minded individuals in 23 Institutes across Ireland. Clubs & Societies are run by the students with the support of MISU (who provide advice and help with administration and finance). They provide a great platform for students to get involved in something they are passionate about.

COMMUNICATIONS & SERVICES

The Communications & Services team are responsible for the delivery of all MISU communications including; the day to day management of the MISU social channels, misu.ie and on campus promotions, and the development and delivery of MISU publications such as the Newsletter, Annual Report and Training Materials. They are also responsible for the service delivery at the Information & Services Desk and the commercial services provided by An Siopa and shop.misu.ie. The Communications & Services team also have responsibility for external advertising and sponsorship, including campus visits, and developing and coordinating on campus and off campus events.





OPERATIONS & FINANCE

Operations & Finance oversee personnel management, planning and development, financial management, operations, and administration.

MISU MANAGEMENT ADVISORY BOARD

The MISU Management Advisory Board provides advice and guidance to the Sabbaticals, and the General Manager on a range of strategic, management, operational and corporate governance issues.

The purpose of the Board shall be;

- to provide support, advice and constructive challenge in respect of strategic, management, operational, and corporate governance issues in relation to the MISU Advocacy and Representational Services.
- to ensure the Sabbatical Officers are fulfilling their constitutional responsibilities, and through the Chairperson, report any concerns on this to the Chairperson of Union Council. It shall be at the discretion of the Chairperson of Union Council to refer the matter to Union Council for their consideration.
- to ensure the Sabbatical Officers are not in breach of their employment contracts and through the Chairperson refer any such matter, relating to the Sabbatical Officers, to the Chairperson of the MISU Disciplinary Committee.
- to oversee the work and functions of the MISU Commercial Services DAC Board.

The MISU Management Advisory Board shall be responsible for the following:

- Ensure accountability to the stakeholders.
- Advise and support serving Sabbaticals in the carrying out of their duties.
- Ensure the efficient use of MISU resources.
- Advise, assist and monitor the implementation of a succession protocol to ensure that there is an effective and efficient handover between out-going and in-coming Sabbaticals.
- Oversee, advise and assist MISU in financial matters including the reviewing of the 6monthly accounts.
- Ensure MISU is complying with all necessary legislation and regulation.
- Provide Conflict resolution and mediation as an internal source of last resort within MISU.
- Oversee the assessment and management of risks to MISU.
- Oversee the development and direction of mid-term and long-term strategic plans for MISU with particular emphasis on continuous improvement and on ensuring that MISU remains fundamentally student focused.
- Ensure that these strategic plans are appropriate, realistic and implementable.

- Oversee, advise and assist MISU in the development and implementation of an annual programme of work for MISU, in line with the Strategic Plans.
- Recruit and induct new committee/ board members.
- Provide guidance and direction in regard to corporate governance;
- Enhance MISU service capacity through effective planning and evaluation mechanisms.

MISU COMMERCIAL SERVICES DAC BOARD

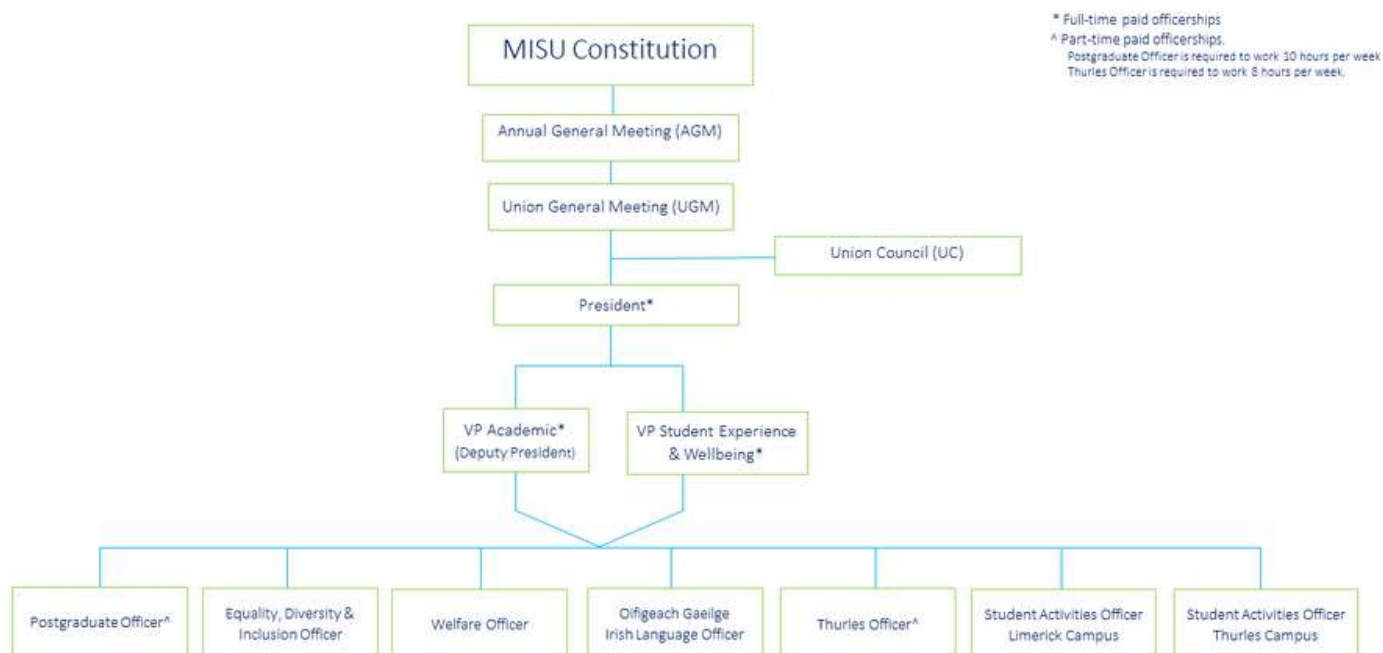
The MISU Commercial Services DAC Board shall direct the DAC to ensure that it has proper structures, policies, procedures, plans and resources in place to achieve its objectives. The DAC Board reports to the MISU Management Advisory Board and is responsible for the following;

- Reporting to the MISU Management Advisory Board following each meeting.
- Reviewing and monitoring the Risk Register for the MISU Commercial Services DAC.
- Anticipating and making decisions about possible / potential strategic challenges facing MISU Commercial Services DAC.
- Approving and monitoring the annual Budget.
- Reviewing and approving the MISU Commercial Services DAC Management Accounts.
- Reviewing and confirming on an annual basis to the MISU Management Advisory Board that adequate internal financial controls are in place.
- Overseeing the development and direction of medium-term and long-term strategic plans for MISU Commercial Services DAC with an emphasis on continuous improvement and ensuring that the services provided by the DAC are relevant and appropriate to the student body.
- Establishing and monitoring procedures for the selection, retirement and re-appointment of DAC Board members.



MISU EXECUTIVE COMMITTEE

The MISU Executive Committee works as team to represent the students across both the Limerick and Thurles campuses and consists of the; President, Vice-President Academic, Vice-President Student Experience & Wellbeing, Equality, Diversity & Inclusion Officer, Postgraduate Officer, Welfare Officer, Oifigeach Gaeilge, Thurles Officer, Student Activities Officer (Limerick), Student Activities Officer (Thurles) and Chair of Union Council (Ex-Officio).



PRESIDENT

The President is the principle representative and spokesperson of MISU and oversees the work of the Executive Committee. The President is accountable to the student body and responsible for the representation of MISU's members, ensuring the implementation of MISU Policy and Referenda decisions and co-ordination of MISU Campaigns. All members of the Executive Committee are answerable to the President who is responsible for the training of the Executive Committee, preparing the annual plan of work for Executive Committee (for approval at the first meeting of Union Council) and ensuring that all members of the Executive Committee compile a written report for each Union General Meeting and the Annual General Meeting.

The President sits on a number of College committees, including those pertaining to student issues and reports back to the Executive and Union Council on items discussed/ decided upon which relate to the members.

VICE-PRESIDENT ACADEMIC

The Vice-President Academic is the first point of contact for students seeking academic support. They deputise for the President in the event of the President's absence. They co-ordinate and oversee the Class Rep system including; co-ordinating and overseeing Class Rep Elections, co-ordinating Union Council Meetings, ensuring that Class Reps are informed of Union Council meetings and that the agenda is circulated to them a day in advance of the meeting. The Vice-President Academic liaises between members and relevant faculty management and staff, and they are responsible for the promotion, development and implementation of Union Policy.

VICE-PRESIDENT STUDENT EXPERIENCE & WELLBEING (NEW)

The Vice-President Student Experience & Wellbeing is the first point of contact for students seeking support in the area of student wellbeing and student experience. They are responsible for advocating for the wellbeing of students and supporting them with any wellbeing issues including general welfare, finance, accommodation, mental wellbeing and sexual wellbeing. They ensure equal representation for all student communities across all Sabbatical officerships and the Executive Committee. They gather data to support in identifying any emerging trends or issues amongst the student body. They also oversee and organise campaigns relating to student wellbeing and deal with student grievance cases relating to areas of student wellbeing.

POSTGRADUATE OFFICER -VACANT, TO BE FILLED IN THIS BY-ELECTION

The Postgraduate Officer supports the Sabbaticals in the provision of MISU Representational Services to Postgraduate students. They are responsible for determining and presenting the needs of all postgraduate students to the Executive Committee and the Union Council, chairing the MISU Postgraduate Committee, liaising with all postgraduate class representatives and the Postgrad Students Union in the University of Limerick, where they are a full member, regarding their activities and those of the Union. They are also responsible for organising the Postgraduate Lunchtime Presentation series on a monthly basis.

The Postgraduate Officer is a paid part-time Officership and they are required to work 10 hours per week during the academic term and be available to meet with students during these hours.





EQUALITY, DIVERSITY & INCLUSION OFFICER

The Equality, Diversity and Inclusion Officer supports the Sabbatical Officers in ensuring the fair and equal representation of all student groups within MISU. They work with the Sabbatical Officers to deliver an appropriate programme of Equality, Diversity and Inclusion events and campaigns run by MISU. They are responsible for ensuring that MISU services are accessible to all students and attend training specific to the officership as required. The Equality, Diversity and Inclusion Officer also organises an 'international culture week' of events in order to entertain, educate and inform the student membership and the general public.

WELFARE OFFICER - VACANT, TO BE FILLED IN THIS BY-ELECTION

The Welfare Officer supports the Sabbatical Officers in representing the interests of students in all matters relating to their welfare. They are concerned with the general issues of accommodation, safety, and wellbeing for students and along with the Sabbatical Officers, organise campaigns as and when appropriate. The Welfare Officer shall attend training specific to the officership, as required, and assists in preparing the welfare section of Students' Union publications and communications, where relevant.

OIFIGEACH GAELGE

(IRISH LANGUAGE OFFICER)

Tacaíonn an tOifigeach Gaeilge leis na hOifigigh Shabóideacha le feachtais a théann i bhfeidhm ar eispéaras na mac léinn a labhraíonn an Ghaeilge ar champas. Tá Gaeilge líofa ag an Oifigeach Gaeilge agus tá siad freagrach as teagmháil a dhéanamh le heagraíochtaí, go himmheánach agus go seachtrach, a bhaineann leis na mic léinn seo. Tá an tOifigeach Gaeilge mar ionadaí ar son leas na mac léinn a labhraíonn an Ghaeilge ar Choiste Gnó an Aontais agus ar Chomhairle an Aontais mar aon le comhoibriú leis an gCumann Gaelach chun teanga na Gaeilge a chur chun cinn ar champas. Oibríonn an tOifigeach Gaeilge le hoifigigh eile chun cinntiú go mbíonn litearthacht dátheangach ag feachtais an aontais, chomh fada is gur féidir, agus cuidíonn siad le haistriúcháin doiciméid an Aontais.

The Irish Language Officer supports the Sabbatical Officers in campaigning on issues that impact upon the student experience of Irish language speaking students on campus. They are fluent in Irish and are responsible for liaising with organisations, both external and internal to MIC which are relevant to these students. The Irish Language Officer shall represent the interests of Irish language speaking students to the Executive Committee and to Union Council, and works alongside An Cumann Gaelach to promote the Irish language on campus. They work with other elected officers to ensure that where possible campaigns have bilingual literature and aid in the translation of Union documents.

THURLES OFFICER

The Thurles Officer supports the Sabbatical Officers in the provision of MISU Representational services on the Thurles campus and is responsible for determining and presenting the needs of the students of the Thurles Campus to the President, Executive Committee and Union Council.

The Thurles Officer is a paid part-time Officership and they are required to work 8 hours per week during the academic term. They shall be based on the Thurles Campus and be available to meet with students during these hours

STUDENT ACTIVITIES OFFICER – LIMERICK CAMPUS VACANT, TO BE FILLED IN THIS BY-ELECTION

The Student Activities Officer (Limerick Campus) supports the Sabbatical Officers in the provision of a diverse programme of on campus activities for students on the Limerick campus.

They are the first point of contact for students who are interested in and part of Clubs & Societies on the Limerick campus. They alternate chairing of Clubs & Societies Council with the Student Activities Officer (Thurles Campus) and sit on the Board of Irish College Societies as student representative.

STUDENT ACTIVITIES OFFICER – THURLES CAMPUS

The Student Activities Officer (Thurles Campus) supports the Sabbatical Officers in the provision of a diverse programme of on campus activities for students on the Thurles campus.

They are the first point of contact for students who are interested in and part of Clubs & Societies on the Thurles campus. They alternate chairing of Clubs & Societies Council with the Student Activities Officer (Limerick Campus) and sit on the Board of Irish College Societies as student representative.



MISU BY-ELECTION 2023

As an elected officer you will get the chance to make decisions about every aspect of life in MIC and to help shape the work of the Students' Union. As a Students' Union Officer, you will have a once-in-a-lifetime opportunity to develop and practice skills that will be invaluable in your careers. You will acquire transferable communication, organisation, and teamwork skills.

While a brief introduction to the roles is included in this guide, a comprehensive overview of the roles are attached in Schedule 1. It is important that you read through the complete overview of the role that you are interested in and that you know what the role involves!

The following positions need to be filled on the MISU Executive Committee for the 2023/2024 Academic Year;

- Postgraduate Officer~
- Welfare Officer
- Student Activities Officer (Limerick)

~The position of Postgraduate Officer is a part-time paid position and the Postgraduate Officer is required to work 10 hours a week. As part of these hours, they must be available to meet with students as well as to attend MIC Committee meetings, of which they are a member

MISU BY-ELECTION 2023 -TIMELINE



CAMPAIGNING

Campaigning can only commence after the meeting with the Returning Officer which will take place on Friday, 29th September 2023 (time to be confirmed).

HUSTINGS – PUBLIC DEBATE AMONGST ALL THE ELECTION CANDIDATES

Hustings will take place on Wednesday, October 4th with time and venue to be confirmed.

VOTING

Voting will take place on Thursday, October 5th from 8 am – 6 pm. Voting will take place online and students will be sent a link to vote to their student email.

RESULTS

Results will be announced on Thursday, October 5th at 06:30pm.

THE ELECTION PROCESS

(To be read in conjunction with the Election Regulations)


ELECTION PAPERWORK

Each prospective candidate will receive a copy of this Election Pack which contains the Nomination form, a copy of the Election Regulations, a Manifesto template, an Election Checklist and the relevant Articles of the MISU Constitution.

Prospective candidates should read all of the election paperwork in full and complete the documentation correctly and fully.

- Where the election paperwork is to be returned in person to the election box at the MISU Information & Services Desk, the prospective candidates must ensure that they return all of the required documentation on time, enclosed in the sealed envelope. MISU staff will not check any of the documentation so please ensure that you have checked everything before sealing your envelope.
- Where the election paperwork is to be returned by email, all the required documentation must be emailed to returningofficer@misu.ie before the deadline.





Documentation will only be checked by the Returning Officer after the nomination period has closed. If any of the documentation is not submitted on time or is incomplete or defective in any way whatsoever, then the Returning Officer can deem the nomination form to be invalid and the candidate will not be eligible to stand in the MISU Election. This decision is final and is not subject to appeal.

In order to seek election, each prospective candidate will have to fully complete and submit the following documentation:

1. MISU Election Nomination Form.
2. Manifesto.
3. Copy of current MIC Student ID Card.
4. The Election Regulations Document signed by the candidate. This signed copy must be given to the Returning Officer at the candidate's briefing.

It is the responsibility of each prospective candidate to ensure that their documentation is completed correctly and fully and submitted on time. Failure to submit the required documentation, in full, will result in an invalid nomination form and the candidate will not be eligible to stand in the MISU Election. The decision of the Returning Officer shall be final and not open to appeal.

Further details on the nomination process are available in the Election Regulations, which is attached at the end of this guide or by emailing returningofficer@misu.ie.

CAMPAIGNING

There will be four college days of campaigning, including a questions and answers session (Hustings). Prospective candidates shall not commence campaigning (including social media) until after they have met with the Returning Officer at the candidate's briefing which will take place on Friday, September 29th, 2023 (time to be confirmed).

Please refer to section 3 of the Election Regulations in relation to the use of the mic student email system as well as the use of social media for campaigning.

The following are some things to remember when campaigning, however, it is important that all candidates familiarise themselves with the Election Regulations which outline the regulations relating to campaigning and the associated sanctions for any breaches;

- Candidates are restricted to hanging their posters in designated areas. All candidates will be informed of the designated areas at the candidates' briefing with the Returning Officer on Friday, 29th September 2023 time to be confirmed.
- Election candidates will have to adhere to a spending cap (as set by the General Manager and Advisory Committee) to the monetary value of €250 for any other type of promotional materials (i.e.the posters mentioned in the previous point are exempt).
- Receipts must be kept for all purchases and produced by the candidate if requested by the Returning Officer. MISU does not reimburse any candidates for the election expenses.
- All current members of the Executive Committee shall maintain the autonomy of the Union and remain impartial during the election process. Failure to adhere to this shall warrant the convening of the MISU Disciplinary Committee. The Returning Officer has been instructed by the MISU Advisory Committee to refer any conduct by the Executive Committee which would bring the Union's impartiality or autonomy into question to the Disciplinary Committee.
- Any current member of the MISU Executive Committee, who is running for election, cannot use their current position in campaigning and they must keep their current role as an Executive Committee member separate from their campaign. They cannot use any MISU facilities, MISU software, MISU branded clothing, or MISU contacts/connections all of which are available to them in their capacity as a current Executive Committee member, for any reason whatsoever in their campaign. Failure to adhere to this, at any stage prior to the election process commencing or during the election process, will result in immediate disqualification from the election process.
- Canvassing is permitted and encouraged, but candidates must confine their canvassing to the college grounds. Any breach of this regulation shall result in the candidate receiving a sanction from the Returning Officer. Where there is a physical polling station, candidates and their supporters will be excluded from canvassing in a pre-defined area around the polling station as determined by the Returning Officer. Any breach of this shall result in the candidate receiving a sanction from the Returning Officer.

VOTING

Voting will take place, over one day, on Thursday, 5th October from 8 am -6 pm. Voting will take place through MISU's online voting system and students will be sent a link to vote via their student email.

MISU will publish posters and leaflets to promote student participation in the election.

Voting will be by single transferable vote. Students will be asked to rank the candidates in order of their choice, starting with 1 for their first choice, 2 for their second choice, 3 for their third choice, and so on. The number of preferences will depend on the number of candidates running.





Re-Open Nominations (R.O.N) appear on the ballot for all Officerships. If students do not want to elect any of the candidates on the ballot paper for a particular officership then they have the option to re-open nominations. Where an R.O.N vote wins, this will result in nominations reopening for that officership and a by-election.

The Returning Officer will oversee the election process and they will have the final say in all matters relating to the conduct of the election and the candidates. The Returning Officer will clarify matters of procedure where required and resolve any dispute arising from the election. They will oversee the election count and declare the results.

CONDUCT OF CANDIDATES

It is expected that candidates will follow the rules of the election as laid out by the MISU Constitution and the Election Regulations.

All candidates are solely responsible for all of their campaign materials, literature, and the conduct of their campaigners as well as any campaigning materials which are distributed in either hard or soft copy by their campaigners / supporters.

All candidates are expected to conduct themselves respectfully. This involves making no personal comments about other candidates and also respecting the staff involved in organising the elections.

Whilst candidates are entitled to raise all sorts of issues and ideas in an election, candidates are not allowed to abuse other people, hassle voters or use derogatory, racist, homophobic, sexist language or behaviour. Misconduct will result in disqualification from the election.

Candidates are required to attend hustings, unless they have a prior agreement with the Returning Officer or they have received a sanction from the Returning Officer which excludes their participation at hustings.

POLITICAL AFFILIATIONS

MISU is an apolitical organisation; thereby it expresses no allegiance to any political party or political organisation. All candidates and officeholders have to respect this policy stance (as in accordance with the MISU Constitution).

Under no circumstances are candidates to let it be publicly known of any political affiliations and or membership of any political parties / organisations to the student body of Mary Immaculate College.

If any candidate fails to adhere to this policy, they shall receive a sanction from the Returning Officer which may include immediate disqualification from the election.

THE ELECTION CAMPAIGN – SOME TIPS

Plan your campaign – make sure you have completed the election paperwork (see checklist).

Your manifesto outlines what you hope to achieve if you are elected to office. Draw up some realistic objectives and talk to the student body to find out what the current issues and concerns are.

Use publicity, whilst adhering to MISU election regulations; – make sure it's as clear, eye-catching and simple as possible. Try not to say too much on posters and use your leaflets for more detail.

Prepare speeches in advance – speeches are easier if you plan, prepare, and practice.

DO NOT use the MISU Logo on any of your election material. If a candidate does use the MISU Logo then this will result in immediate disqualification from the election.

TERM OF OFFICE

The term of office will commence from when the candidate is deemed elected and run until Friday, 14th June 2024.

The Postgraduate Officer is a paid part-time position and the successful respective candidate will become a part-time employee of MISU at the time of their election, they must meet all the relevant requirements to allow them to fulfill the hours of work as outlined in the MISU Constitution for the full duration of their contract of employment. In the event that they fail to continue to meet these requirements during the course of the duration of the contract then the Officer shall be liable to relinquish the post.

INFORMAL ENQUIRIES

If you would like to have an informal chat, or have questions about any of the Officerships or the election process you can contact:

- Róisín Burke (MISU Returning Officer) – returningofficer@misu.ie
- Dee Kennelly (MISU General Manager) – Dee.Kennelly@mic.ul.ie
- Cillian Callaghan (MISU President) – misupres@mic.ul.ie





NEXT STEPS

Friday, 22nd September @ 09:00 am - Nominations Open.

Friday, 29th September @ 02:00 pm - Nominations Close. Completed paperwork to be returned as outlined in the section on the Election Process.

Friday, 29th September @ time to be confirmed - Attend the Candidate's Briefing with the Returning Officer

After the Candidate's Briefing to Wednesday, October 4th, 2023 - Campaign, campaign, campaign! Let the students know why they should vote for you.

Wednesday, October 4th, 2023 @ time to be confirmed - Participate in hustings. This is an opportunity for students to hear from all candidates and to ask them questions.

Thursday, October 5th, 08:00 am to 06:00 pm - Voting opens! Encourage students to vote.

Thursday, October 5th @ 06:30 pm - Election Results announced. Details on how to watch the count will be shared with candidates and students on election day!

MISU BY-ELECTION 2023 CHECKLIST

- Completed MISU By-Election Nomination Form
- Manifesto
- Copy of MIC Student ID Card
- The Election Regulations Document signed by the candidate and provided to the Returning Officer at the Candidate's Briefing





NOMINATION FORM FOR MISU BY-ELECTIONS

PLEASE ENSURE THAT YOU READ THIS FORM CAREFULLY

Completed nomination forms must be returned either sealed in the attached envelope, to the nominations box in the MISU Office or scanned and emailed to returningofficer@misu.ie no later than 02:00pm on Friday, 29th September 2023.

Nomination forms will not be accepted after 02:00pm on this date. This is the sole responsibility of the candidate.

The responsibilities of each of the positions to be elected are outlined in the Election Pack. You should familiarise yourself with these.

Each candidate must be proposed by 20 registered MIC students and these students must complete their own details (name, course, year, contact number) on the form and they must sign their own name in the space provided. Should the Returning Officer have any doubt as to the authenticity of a signature or if a proposer has not completed their own details in full, the Returning Officer can deem the nomination form to be invalid and the candidate will not be eligible to stand in the MISU By-election.

The following documents **must accompany** each nomination form;

1. A copy of the candidate's current MIC Student ID Card.
2. Candidate's Manifesto– (template available in the Election Pack)

A hardcopy to be submitted with the nomination form and/or an electronic copy emailed to returningofficer@misu.ie (before 02:00pm on Friday, 29th September 2023).

Where a candidate is running for a paid position (full-time or part-time) and is elected, they will become an employee (f-t or p-t) of MISU for the duration of the paid term of their office. In order to ensure that all legal requirements are met, please complete the following:

Are there any legal restrictions on your right to work in the Republic of Ireland?	Yes	No
If yes, please give details		

See section 8. Of the Election Regulations Document for further information.

All Candidates must be available to attend the candidate's briefing with the Returning Officer which will take place on Friday, 29th September 2023 time to be confirmed. Candidates must bring their signed copy of the election regulations document to the meeting. Candidates can also bring a member of their campaign team to the meeting.

If any of the required documentation is not submitted on time or is incomplete or defective in any way whatsoever, then the Returning Officer can deem the nomination form to be invalid and the candidate will not be eligible to stand in the MISU By-election. This decision is final and is not subject to appeal.

I, _____, am putting my name forward to contest the Officership of _____ on the Mary I Students' Union Executive Committee

Candidate's year & course: _____

Candidate's Mobile No: _____

Candidate's Email: _____ (Most used)

Candidate's Declaration:

By signing this declaration, I confirm that

1. My nomination form has been completed fully and correctly and that the information contained in my nomination form is correct.
2. I understand that if my nomination form is deemed invalid by the Returning Officer that I will not be able to stand as a candidate in the MISU By-Election. This decision is final and is not subject to an appeal.
3. The information contained in my Manifesto is my own work.
4. I understand that if I am a current member of the MISU Executive Committee that I cannot use my current position in campaigning and that I need to keep my current role separate to my campaign. I understand that I cannot use any MISU facilities, MISU equipment, MISU software, MISU branded clothing, MISU connections all which are available to me in my capacity as a current Executive Committee member, for any reason whatsoever in my campaign. Failure to adhere to this will result in immediate disqualification from the election process.
5. I understand and agree to abide by the regulation that I cannot start campaigning or canvassing until after I have met with the Returning Officer and/or their nominee. If I breach this regulation, I understand that I will receive a sanction from the Returning Officer at this meeting.

Candidate's Signature: _____

Date: _____

Candidate: _____

Officership: _____

As per Article 11.3.5 of the MISU Constitution, nomination forms shall be signed by the Candidate and twenty proposers, who must be registered students of the College

Members of the current MISU Executive Committee and/or the Election Committee cannot propose a student.

	<i>Student Name</i>	<i>Course</i>	<i>Year</i>	<i>Contact No.</i>	<i>Student Signature</i>
01.					
02.					
03.					
04.					
05.					
06.					
07.					
08.					
09.					
10.					
11.					
12.					
13.					
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17.					
18.					
19.					
20.					

The MISU Returning Officer will only use the above information if they deem it necessary to verify the details of a proposer. The nomination form will be held by MISU for a period no longer than 2 College days after the Returning Officer has declared the results, when it will then be shredded. All information supplied on the nomination form will only be used for the MISU By-Election process.

Manifesto Template

Your manifesto is your opportunity to introduce yourself to the student body, to tell them about your experience and outline what you will do for the students of MIC, if elected . It is a crucial part of the nomination process as you are required to submit a manifesto and a photo, together with your nomination form to be considered as a candidate.

*This template shows what you **should include in your manifesto. We require 1 A4 version** and this will be displayed on www.misu.ie.*

YOU:

- Write your name as it will appear on the ballot paper to avoid any confusion.

WHY YOU ARE THE BEST CANDIDATE FOR THE ROLE:

- Why have you decided to run for the role?
- What skills or experience you will bring to the role?
- Other reasons why you are the best candidate.

YOUR GOALS:

The manifesto should set out what you want to achieve, if you are elected to the role. Remember you are running to represent all students of Mary Immaculate College so it is important that you consider the following:

- How you will ensure that the role represents all MIC students?
- How realistic are your goals? – If elected will you have the resources and ability to achieve your goals.
- How relevant are your goals for the student body, for MISU and for MIC?
- What current plans are already in place that you can contribute to or build on? – MISU has a Strategic Plan. You can of course choose to focus on this plan and use some of the objectives from it yourself.

For more information please contact the Returning Officer at returningofficer@misu.ie. Please feel free to discuss ideas with current students or staff of MISU– they may be able to help you work out what's appropriate and if your aims are achievable in the time you have available. You can find a full list of MISU staff and their respective roles on www.misu.ie.



MISU Election Regulations

Approved by Executive Committee – 16 /02/2023

Approved by Union Council – 21/02/2023 (electronic)

In addition to the Constitutional Requirements (Article 11), candidates running in a MISU Election or By-Election must adhere to the following regulations. It is the responsibility of each candidate and their campaign team to read these regulations in full and to ensure they adhere to them. Clarification on any aspect of the regulations can be sought from the MISU Returning Officer by emailing returningofficer@misu.ie

1. Current MISU Executive Committee Members

- 1.1 Any current member of the MISU Executive Committee, who is running for election, cannot use their current position in campaigning and they must keep their current MISU Executive Committee role separate to their campaign.
- 1.2 They cannot use any MISU facilities, MISU equipment, MISU software, MISU branded clothing, MISU contacts or connections which are available to them in their capacity as a current Executive Committee member, for any reason whatsoever in their campaign. Failure to adhere to this will result in their immediate disqualification from the election process.

2. Nominations

- 2.1 Each prospective candidate must be a member of Mary I Students' Union (MISU) as defined by the MISU Constitution. The Returning Officer has the right to verify the student status of all prospective candidates.
- 2.2 The Returning Officer has the right to verify the details of any proposer of any prospective candidate. If the Returning Officer finds that any of the details are incorrect then this shall result in the Returning Officer declaring the nomination form to be invalid and the candidate will not be eligible to stand in the MISU Election / By-Election. The decision of the Returning Officer in this regard shall be final and not open to appeal.
- 2.3 It is the responsibility of each prospective candidate to ensure that all the required documentation is submitted, in full and as requested, when returning their nomination form for the Election / By-Election. Failure to submit the required documentation in full will result in an invalid nomination form and the prospective candidate will not be eligible to stand as a candidate in the MISU election. The decision of the Returning Officer in this regard shall be final and not open to appeal.
- 2.4 Nomination forms shall be signed by the prospective candidate and signed by twenty proposers. The proposers must be registered students of the College and must complete their own details on the nomination form. Should the Returning Officer have any doubt on this, the Returning Officer can deem the nomination form to be invalid and the candidate will not be eligible to stand in the MISU election. The decision of the Returning Officer in this regard shall be final and not open to appeal.

3. Announcement of Candidates

- 3.1 The Returning Officer or their nominee will publish the following information outside the MISU Offices, on

the MISU website and MISU Social Media Sites:

- 3.1.1 The names of all candidates who are running for each Officership.
- 3.1.2 The manifesto provided by each candidate.
- 3.1.3 The date of the election.
- 3.1.4 The times and methods by which votes may be cast.
- 3.1.5 The date, time and location of Hustings

3.2 Details of any invalid nomination papers

4. Campaigning

- 4.1 Candidates cannot commence campaigning until after the candidate's briefing with the Returning Officer. The date and time of the briefing will be determined by the Returning Officer and communicated to the candidates.
- 4.2 Any breach of 4.1 shall result in the candidate receiving a sanction from the Returning Officer.
- 4.3 All candidates shall adhere to the basic principles, aims and objectives of MISU as outlined within Articles 2 and 3 of MISU Constitution. As per article 11.8.5 of the MISU Constitution, failure to adhere to this shall warrant in the convening of the MISU Disciplinary.
- 4.4 Candidates shall ,at all times, treat their fellow candidates with dignity and respect.
- 4.5 Any breach of 4.4 shall result in the candidate receiving a sanction from the Returning Officer.
- 4.6 All candidates are solely responsible for all of their campaigning materials, literature, and the conduct of their campaigners as well as any campaigning materials distributed in hard or soft copy by their campaigners.
- 4.7 All canvassing must be confined to the college grounds. Any breach of this regulation shall result in the candidate receiving a sanction from the Returning Officer.
- 4.8 No emails are to be sent by any student promoting a candidate to any student with a @micstudent.mic.ul.ie or @mic.ul.ie account. This includes asking people to email on your behalf. Any breach of this shall result in the candidate receiving a sanction from the Returning Officer.
- 4.9 Candidates or their agents who do take up the option to canvass through social media forums must provide details of all social media sites they are using for this purpose. This should be done by emailing the social media site links / usernames to the Returning Officer.
- 4.10 Any candidate who campaigns through a social media forum, which they have not informed the Returning Officer of, shall result in the candidate receiving a sanction from the Returning Officer.
- 4.11 Approved social media pages may only be published publicly after the meeting with the Returning Officer, as per 4.1 above. Any candidate who is in breach of this regulation shall be subject to sanction by the Returning Officer.
- 4.12 Links to / usernames of the social media sites which will be used for campaigning must be emailed to the Returning Officer before the candidate's briefing. Any breach of this shall result in the candidate receiving a sanction from the Returning Officer.
- 4.13 The use of the MISU logo is not permitted on any electioneering materials and any such use shall result in the candidate's disqualification from the MISU Election process.

- 4.14 Candidates are restricted to hanging campaign posters in designated areas on the MIC campuses, which they will be notified of at the candidate's briefing with the Returning Officer.
- 4.15 All election material must be removed by 10:00am on the morning after the election.
- 4.16 Election candidates will have to adhere to the set spending cap of €250 (monetary value). Posters, as mentioned in 4.14, are exempt from this cap.
- 4.17 Receipts must be kept for all purchases and must be produced by the candidate if requested by the Returning Officer. Candidates are not reimbursed by MISU for election expenses.
- 4.18 Candidates must not use stickers or any other similar material. Any breach of this shall result in the candidate receiving a sanction from the Returning Officer.
- 4.19 Where there is a physical polling station, candidates and their supporters will be excluded from canvassing in a pre-defined area around the polling station as determined by the Returning Officer. Any breach of this shall result in the candidate receiving a sanction from the Returning Officer.
- 4.20 Candidates and their supporters will be excluded from distributing or displaying campaign material in a pre-defined area around the polling station (where one has been set-up) as determined by the Returning Officer. Any breach of this regulation shall result in the candidate's disqualification from the MISU Election.
- 4.21 All sponsorship and/or contributions, either fiscal or benefit-in-kind, committed to the financing or aiding of an individual or joint electoral campaign for both General Elections and By-Elections is strictly prohibited. Any breach of this regulation shall result in the candidate's immediate disqualification from the MISU Election.
- 4.22 Candidates cannot enter into any agreements with any nightclubs or bars for their election campaign on behalf of the Students' Union on the proviso that they may be elected. Any breach of this regulation shall result in the candidate's immediate disqualification from the MISU Election process.
- 4.23 Candidates cannot enter into any agreements with any nightclubs or bars for their election campaign on behalf of the Students' Union on the proviso that they may be elected. Any breach of this regulation shall result in the candidate's immediate disqualification from the MISU Election process.
- 4.24 Alcohol is not permitted as part of campaigning. Any breach of this regulation shall result in the candidate's immediate disqualification from the MISU Election.

5. Candidates' Briefing

- 5.1 All candidates must attend the candidate briefing. If any candidate does not attend, they risk disqualification from the elections. The briefing may be in -person, virtual or hybrid which will be at the discretion of the Returning Officer
- 5.2 The briefing will take place at a time determined by the Returning Officer and where the briefing is to be held in person or hybrid, it will take place in the MISU Meeting Room. This will be confirmed by the Returning Officer once nominations close.
- 5.3 Candidates may bring up to one student supporter (a member of their campaign team) to the briefing.
- 5.4 Candidates will have the opportunity to put questions to the Returning Officer about campaigning, the voting process and the regulations.

6. Returning Officer Disciplinary Powers

- 6.1 All candidates must adhere to MISU Election Regulations.
- 6.2 If a candidate or a member of their team breaches any of the above regulations or any of the regulations of the MISU Constitution, the Returning Officer can discipline the candidate by:
- 6.2.1 Public Reprimand;
 - 6.2.2 Expulsion from Hustings;
 - 6.2.3 Expulsion from Campaigning either in person or through Social Media platforms or both;
 - 6.2.4 Suspension from campaigning for any or all of the MISU election process, either in person or through Social Media Platforms or both;
 - 6.2.5 Disqualification from the election during the election process, up to and following the announcement of results.

7. Election Observers

- 7.1 Election Observers may be employed by MISU on behalf of the Returning Officer.
- 7.2 Election Observers will monitor electioneering activities to ensure adherence to these regulations.
- 7.3 The Election Observers will also monitor social media activity prior to the election process commencing and during the election process to ensure the above regulations are not breached.
- 7.4 The Election Observers are responsible for monitoring all electioneering activities and they shall report on any regulation breach(s) to the Returning Officer who will be entitled to take such action as may be appropriate, up to and including disqualification from the election if deemed appropriate.

8. Eligibility to work

- 8.1 A Sabbatical Officership is a full-time role and will require the successful candidate to take up office on Monday 19th June 2023. On commencing their term of office, the successful candidate will become a full-time employee of MISU and at the time of their election and throughout their term of office, they must meet all the relevant requirements to allow them to work full-time for the full duration of their contract of employment. In the event that they fail to continue to meet these requirements during the course of the duration of the contract then the Officer shall be liable to relinquish the post.
- 8.2 The Postgraduate and Thurles College Officers are paid part-time positions and the successful respective candidates will become part-time employees of MISU and at the time of their election, they must meet all the relevant requirements to allow them to fulfil the hours of work as outlined in the MISU Constitution for the full duration of their contract of employment. In the event that they fail to continue to meet these requirements during the course of the duration of the contract then the Officer shall be liable to relinquish the post.

By signing this document, I am confirming that:

- I have read the above Regulations
- I understand the above Regulations and I agree to abide by these Regulations
- I understand the sanctions I will be subject to, if I breach any of the Regulations or any articles of the MISU Constitution.

Signed: _____

Date: _____

- 8.9.5.2.3 The duration of the existence of the working group,
- 8.9.5.2.4 The date at which the working group shall report to Union Council.

8.9.5.3 The establishment document for each working group shall be included with the minutes of the meeting of Union Council at which it is drawn up.

8.9.5.4 All decisions of working groups are subject to ratification by the Council; no legislative functions of the Council may be assigned to the working groups.

Article 9. Executive Committee

9.1 There shall be an Executive Committee elected by the members of the Union in accordance with Article 11.

9.2 The Executive Committee shall be responsible for the following:

- 9.2.1 Initiation of policy of the Union subject to Union Council, General Meetings and Referenda and present it to Union Council,
- 9.2.2 Carry out the decisions made by Union Council, Union General Meetings and Referenda,
- 9.2.3 Act in the absence of Union Council at times outside of the Academic Year,
- 9.2.4 Fulfil the specific responsibilities for each office as outlined in Article 10 of this constitution.

9.3 The following shall be the composition of the Executive Committee:

- 9.3.1 President (sabbatical)
- 9.3.2 Vice-President Academic (sabbatical)
- 9.3.3 Vice-President Student Experience & Wellbeing (sabbatical)
- 9.3.4 Post-Graduate Officer
- 9.3.5 Equality, Diversity, and Inclusion Officer
- 9.3.6 Welfare Officer
- 9.3.7 An tOifigeach Gaeilge (Irish Language Officer)
- 9.3.8 Thurles Officer
- 9.3.9 Student Activities Officer – Limerick Campus
- 9.3.10 Student Activities Officer- Thurles Campus
- 9.3.11 Chair of Union Council (Ex-Officio)

9.4 In the time between election and holding office, the newly elected candidates shall be deemed “(position) elect”.

9.5 All members of the Executive Committee shall take up office on Monday of the 3rd week of June and their term shall be terminated on the Friday of the 2nd week of June of the following year automatically.

9.6 No one person can hold more than one office simultaneously.

9.7 No member of the Executive shall act as Chair, Vice-Chair, Secretary or Treasurer (or hold any other committee position) of any MISU club or society.

9.8 All members of the Executive shall seek to be ex-officio members of all College committees relevant to their brief.

9.9 All Executive members shall be bound by the terms of confidentiality with respect to Union business, as set out by the Executive Committee.

- 9.10 All newly elected Executive members shall be required to attend a crossover meeting with the outgoing executive members no later than week 12 of semester 2.
- 9.11 All executive members shall participate in Executive Training, which shall take place before the commencement of semester 1 of each academic year and shall be organised by the Sabbatical Officers.
- 9.12 The right to speak to the media on behalf of the Union is limited to the sabbatical officers and members of the Executive Committee in consultation with the President.
- 9.13 A breach of article 9.12 shall be dealt with by the MISU Disciplinary Committee.

9.14 Executive Committee Meetings

- 9.14.1 The Executive Committee shall meet at least 12 times per semester and whenever deemed necessary thereafter.
- 9.14.2 Executive Committee meetings shall take place once a week up to and including week 12 of each semester.
- 9.14.3 All members of the Executive Committee whether part of a joint officer ship or not, are required to attend the meetings.
- 9.14.4 If any member of the Executive Committee is unable to attend a meeting, a written explanation must be submitted to the President, who shall ratify these at his/her own discretion.
- 9.14.5 In the event of a doubt as to the President's decision, ratification will be sought at the next meeting;
- 9.14.5.1 If an Executive Committee member misses 2 consecutive meetings without apologies then the President and Union Council Chairperson will speak with the member at an informal meeting.
- 9.14.5.2 If there is no improvement, without legitimate reason, in attendance then the issue will be referred to Union Council for consideration.
- 9.14.5.3 Union Council may refer the issue to the Disciplinary Committee.
- 9.14.6 Quorum for Executive Committee meetings shall be 50% of the elected offices.
- 9.14.7 All Executive Officers shall be required to present a written officer report to all UGMs. This report is to be made available to any member of the Union who requests it.
- 9.14.8 All motions passed by the Executive must specify the person(s) who is to be responsible for their implementation.
- 9.14.9 Subject to the provisions of this constitution, the executive powers of the Union Council and the UGM's, shall be vested in the Executive Committee who shall at all times work according to Union policy.

9.14.10 The Executive may take such reasonable initiatives as are necessary in the field of policy when the Union Council is not in session.

9.14.11 Each office shall have one vote.

9.14.12 The Executive shall remain impartial during MISU elections and Referenda.

Article 10. Union Officers

10.1 Sabbatical Officerships

10.1.1 There shall be three Sabbatical Officer Positions, who shall be elected by the student body in accordance with Article 11 and who shall fulfil their duties on a full-time basis:

10.1.1.1 President

10.1.1.2 Vice-President Academic

10.1.1.3 Vice-President Student Experience and Wellbeing

10.1.2 Sabbatical Officerships shall not be joint officer ships.

10.1.3 Sabbatical Officerships shall not be filled as part of an off-campus placement experience.

10.1.4 Sabbatical Officers shall be full-time and salaried, the level of which shall be point 1 of the Clerical officer scale in line with the college pay scales.

10.1.5 Sabbatical Officers shall be full-time employees of MISU during the term of their office, subject to this constitution and the terms of employment governing the Sabbatical Officerships as set forth by MISU in the applicable contract of employment.

10.1.6 No member may serve as a Sabbatical Officer in the same position for more than two terms. Nor may they serve as a voting member of the Executive for more than three terms in their capacity as a Sabbatical Officer.

10.1.7 Outgoing Sabbatical Officers shall compile a crossover document for the aid of their successor.

10.1.8 In the event of there being only one candidate for a sabbatical position the said candidate shall be returned after a plebiscite vote is taken.

10.1.9 The Vice-Presidents shall be accountable to the President for the day to day delivery of MISU's Representation, Advocacy & Leadership. All Sabbatical positions, including the President, are ultimately accountable to the membership.

10.1.10 Sabbatical Officers shall not act as secretary or treasurer of any recognised or affiliated club, society, committee or sub-committee of Union Council.

10.1.11 Sabbatical Officers shall become Directors of MISU Commercial Services DAC on commencement of term of office and resign on the conclusion of their officership without claim for compensation or otherwise.

10.1.12 Sabbatical Officers shall undertake training specific to the role, as required.

10.2 Collective Responsibilities of Sabbatical Officerships

- 10.2.1 The principle of collective responsibility underpins all decisions of the Sabbatical Officers and the Executive as a whole.
- 10.2.2 All Sabbatical Officers are expected to have an evenly distributed caseload for student appointments and drop-ins regardless of their specific remit.
- 10.2.3 Sabbatical officers shall act reasonably and prudently in all matters and in the best interests of MISU and the student body at all times.
- 10.2.4 In taking up office, Sabbatical Officers shall agree to adhere to MISU's Minimum Standards for Representation and Leadership. (Schedule 8).
- 10.2.5 Sabbatical Officers shall support MISU in the delivery of our Strategic Plan goals.
- 10.2.6 Sabbatical Officers shall provide equal representation to all students across all campuses.

10.3 President

10.3.1 The President shall:

- 10.3.1.1 Oversee MISU's Representation, Advocacy & Leadership;
- 10.3.1.2 Be the Principle Representative and Spokesperson of MISU;
- 10.3.1.3 Ensure that the student voice is to the forefront of college decisions;
- 10.3.1.4 Lead on MISU's Strategic Plan goals relating to Representation, Advocacy & Leadership.

10.3.2 The President shall have the following responsibilities:

- 10.3.2.1 Oversee the work of the Executive Committee and ensure that the elected officers are fulfilling their constitutional responsibilities.
- 10.3.2.2 Encourage and actively promote a culture of widespread student representation on all relevant college committees and bodies and monitor the attendance of all Officers/Representatives at their relevant committee meetings.
- 10.3.2.3 Protect and uphold the terms of this constitution and ensure the implementation of MISU Policy and Referenda decisions.
- 10.3.2.4 Oversee MISU Campaigns.
- 10.3.2.5 Coordinate training of the Executive Committee.
- 10.3.2.6 Chair meetings of the Executive and prepare written reports on the activities of MISU for these meetings.
- 10.3.2.7 Shall automatically take up office on the College committees, as outlined in schedule five of this constitution and shall report back to the Executive Committee and Union Council on items discussed / decided upon which relate to the members.
- 10.3.2.8 Shall seek to ensure student representation on all committees pertaining to student issues.

10.4 Vice-President Academic

10.4.1 The Vice-President Academic shall:

- 10.4.1.1 Support the President in the delivery of MISU's Representation, Advocacy & Leadership;
- 10.4.1.2 Be the first point of contact for those students seeking academic support;
- 10.4.1.3 Be based between the Limerick and Thurles campuses during semester and shall alternate their attendance on the campuses with the Vice-President Student Experience and Wellbeing;
- 10.4.1.4 Deputise for the President, as and if required.

10.4.2 The Vice- President Academic shall have the following responsibilities:

- 10.4.2.1 Deal with all matters of academic interest including; access to education, maintenance grants and other student financial supports; quality assurance; student discipline; library services, overcrowding and resources; examinations, assessment and associated appeals; and the general academic advancement of the student body.
- 10.4.2.2 Deal with individual student cases pertaining to academic matters as well as student grievances and complaints relating to their academic experience.
- 10.4.2.3 Promotion, development and implementation of MISU policy on academic matters.
- 10.4.2.4 Represent the student body on all college committees pertaining to the academic experience.
- 10.4.2.5 Co-ordinate and oversee the Class Representative System and the Class Representative Elections.
- 10.4.2.6 Ensure accurate records are maintained by the Union.
- 10.4.2.7 Ensure that minutes for Union Council, UGMs, AGMs and EGMs are recorded, maintained and published.
- 10.4.2.8 Record, maintain and publish all minutes of the Executive Meetings.
- 10.4.2.9 Shall automatically take up office on the College committees, as outlined in schedule five of this constitution and shall report back to the Executive Committee and Union Council on items discussed / decided upon which relate to the members.

10.5 Vice-President Student Experience and Wellbeing

10.5.1 The Vice-President Student Experience and Wellbeing shall:

- 10.5.1.1 Support the President in the delivery of MISU's Representation, Advocacy & Leadership;
- 10.5.1.2 Be the first point of contact for students in relation to their student experience and wellbeing;
- 10.5.1.3 Be based between the Limerick and Thurles campuses during the semester and shall alternate their attendance on each campus with the Vice-President Academic.

10.5.2 The Vice-President Student Experience and Wellbeing shall have the following responsibilities:

- 10.5.2.1 Support, advocate for, and represent the student body in the area of student wellbeing and the student experience.
- 10.5.2.2 Oversee student wellbeing issues including general welfare, finance, accommodation, mental wellbeing and sexual wellbeing.
- 10.5.2.3 Ensure equal representation for all student communities across all Sabbatical officerships and the Executive Committee.
- 10.5.2.4 Oversee and organise campaigns pertaining to student wellbeing.
- 10.5.2.5 Deal with queries relating to student wellbeing and gather data to support in identifying any emerging trends or issues amongst the student body.
- 10.5.2.6 Deal with student grievance cases which relate to the areas of wellbeing.
- 10.5.2.7 Shall automatically take up office on the College committees, as outlined in schedule five of this constitution and shall report back to the Executive Committee and Union Council on items discussed / decided upon which relate to the members.

10.6 *Non-Sabbatical Executive Officers (Part-Time Officers)*

- 10.6.1 Part-time positions may be joint officerships, with a maximum of two people running together for each officership; save for the Postgraduate Officer and the Thurles College Officer which are not joint officerships.
- 10.6.2 No member may serve as a part-time Officer in the same position for more than two terms. Nor may they serve as a voting member of the Executive for more than three terms in their capacity as a part-time officer.
- 10.6.3 All part-time Officers shall support the Sabbatical Officers in the delivery of MISU's Representation, Advocacy and Leadership.
- 10.6.4 All part-time Officers shall be accountable to the President in the first instance and ultimately to the Student Body.
- 10.6.5 The principle of collective responsibility underpins all decisions of the Sabbatical Officers and the executive as a whole.
- 10.6.6 In taking up office, part-time Officers shall agree to adhere to MISU's Minimum Standards for Representation and Leadership.
- 10.6.7 Part-time Officers shall not act as secretary or treasurer of any recognised or affiliated club, society, committee or sub-committee of Union Council.
- 10.6.8 Part-time Officers shall act reasonably and prudently in all matters and in the best interests of the Union and the student body at all times.

10.7 Postgraduate Officer

- 10.7.1 The Postgraduate Officer shall support the Sabbaticals Officers in the provision of MISU Representational, Advocacy & Leadership services to Postgraduate students on both the Limerick & Thurles campuses.
- 10.7.2 The Postgraduate Officer shall support the Vice-President Academic on academic issues pertaining to Postgraduate students and with the election of Postgraduate Class Reps.
- 10.7.3 The Postgraduate Officer shall be a current registered Postgraduate student at the time of their election and shall continue to be a current registered Postgraduate student during their term of Office.
- 10.7.4 The Postgraduate Officer shall be elected by all Postgraduate students of the college and shall represent taught and research Masters and PhD students of the college.
- 10.7.5 The Postgraduate Officer shall hold office on a part-time basis and shall be paid for 10 hours a week during the academic term time only notwithstanding that the term of office for the position shall commence on the 3rd week of June and finish on the 2nd week of June of the following year. The Postgraduate Officer shall be a part-time employee of MISU, subject to this constitution and the terms of employment governing the Office of Postgraduate Officer as set forth by MISU in the contract of employment.
- 10.7.6 The Postgraduate Officer shall automatically take up office on the College committees outlined in schedule five of this constitution.
- 10.7.7 The Postgraduate Officer shall be responsible for ascertaining and presenting the needs of all postgraduate students to the Executive Committee and the Union Council.
- 10.7.8 The Postgraduate Officer shall chair the MISU Postgraduate Committee.
- 10.7.9 The Postgraduate Officer shall liaise with all postgraduate class representatives and the Postgrad Students Union in the University of Limerick, where s/he is a full member, regarding their activities and those of the Union.
- 10.7.10 The Postgraduate Officer, his/her nominee, or nominee of the President shall be responsible for organising the Postgraduate Lunchtime Presentation series on a monthly basis.

10.8 Equality, Diversity & Inclusion Officer

- 10.8.1 The Equality, Diversity and Inclusion Officer shall support the Sabbatical Officers in ensuring the fair and equal representation of all student groups on both the Limerick & Thurles campuses.
- 10.8.2 The Equality, Diversity and Inclusion Officer shall work with the Vice President Student Experience and Wellbeing to deliver an appropriate programme of Equality, Diversity and Inclusion events and campaigns run by MISU.
- 10.8.3 The Equality, Diversity and Inclusion Officer shall ensure that MISU services are accessible to all students.

10.8.4 The Equality, Diversity and Inclusion Officer shall organise an ‘international culture week’ of events in order to entertain, educate and inform the student membership and the general public.

10.8.5 The Equality, Diversity and Inclusion Officer shall seek to be an ex-officio member of all committees pertaining to his/her brief.

10.8.6 The Equality, Diversity and Inclusion Officer shall attend training specific to the officership, as required.

10.9 Welfare Officer

10.9.1 The Welfare Officer shall support the Vice-President Student Experience & Wellbeing in representing the interests of students on the Limerick & Thurles campuses in all matters relating to their welfare.

10.9.2 The Welfare Officer shall be concerned with the general issues of accommodation, safety, and wellbeing for students and along with the Sabbatical Officers, organise campaigns as and when appropriate.

10.9.3 The Welfare Officer shall seek to be an ex-officio member of all committees pertaining to his/her brief.

10.9.4 The Welfare Officer shall assist in preparing the welfare section of Students' Union publications and communications, where relevant.

10.9.5 The Welfare Officer shall attend training specific to the officership, as required.

10.10 An tOifigeach Gaeilge (Irish Language Officer)

10.10.1 Spreagfaidh agus tacóidh an tOifigeach Gaeilge le teanga na Gaeilge a úsáid i measc oifigigh an Aontais. The Irish Language Officer shall support, encourage and promote the use of the Irish language amongst the Sabbatical Officers.

10.10.2 Tacóidh an tOifigeach Gaeilge leis an Leas-Uachtarán d'Eispéaras na Mac Léinn agus Folláine le feachtais a rachaidh i bhfeidhm ar eispéaras na mac léinn a labhraíonn an Ghaeilge ar champas Luimnigh agus ar champas Dhurlas.

The Irish Language Officer shall support the Vice-President Student Experience & Wellbeing in campaigning on issues that impact upon the student experience of Irish language speaking students on the Limerick & Thurles campuses.

10.10.3 Beidh an tOifigeach Gaeilge freagrach as teagmháil a dhéanamh le heagraíochtaí, go himheánach agus go seachtrach, a bhaineann leis na mic léinn seo.

The Irish Language Officer shall be responsible for liaison with organisations, both external and internal to the College, which are relevant to these Students.

10.10.4 Beidh an tOifigeach Gaeilge mar ionadaí ar son leas na mac léinn a labhraíonn an Ghaeilge ar Choiste Gnó an Aontais agus ar Chomhairle an Aontais.

The Irish Language Officer shall represent the interests of Irish language speaking students to the Executive Committee and to Union Council.

10.10.5 Déanfaidh an tOifigeach Gaeilge comhoibriú leis an gCumann Gaelach chun an teanga na Gaeilge a chur chun cinn ar champas.
The Irish Language Officer shall work alongside An Cumann Gaelach to promote the Irish language on campus.

10.10.6 Oibreoidh an tOifigeach Gaeilge le hoifigigh eile chun cinntiú go mbíonn litearthacht dátheangach ag feachtaí an aontais, chomh fada is gur féidir.
The Irish Language Officer shall work with other elected officers to ensure that where possible campaigns have bilingual literature.

10.10.7 Cuideoidh an tOifigeach Gaeilge le haistriúcháin doiciméid an Aontais.
The Irish Language Officer shall aid in the translation of Union documents.

10.10.8 Beidh an tOifigeach Gaeilge mar bhall ex-officio de gach coiste a bhaineann lena ról.
The Irish Language Officer shall be an ex-officio member of all committees pertaining to his/her brief.

10.10.9 Beidh Gaeilge líofa ag an Oifigeach Gaeilge.
The Irish Language Officer shall be fluent in Irish.

10.11 Thurles Officer

10.11.1 The Thurles Officer shall support the Sabbatical Officers in the provision of MISU Representational services on the Thurles campus and shall be responsible for ascertaining and presenting the needs of the students of the Thurles Campus to the President, Executive Committee and Union Council.

10.11.2 The Thurles Officer shall support the Vice-President Academic in dealing with academic matters on the Thurles campus and shall refer matters to the Vice-President Academic, as directed by the Vice-President Academic.

10.11.3 The Thurles Officer shall support the Vice-President with the election of Class Representatives on the Thurles campus.

10.11.4 The Thurles Officer shall be a registered student of the College on the Thurles campus and shall be elected in accordance with the nomination process as outlined in Article 11 and shall be elected by direct vote of the membership of the Thurles campus, where every member of the campus has the right to vote, subject to the terms of this constitution.

10.11.5 The Thurles Officer shall be based on the Thurles Campus with attendance, either in-person or virtual, required for Executive Committee Meetings, Union Council Meetings, Union General Meetings and any other MISU related meetings as deemed appropriate by the President. There may be occasion when personal attendance at meetings shall be required.

10.11.6 The Thurles Officer shall hold office on a part-time basis and shall be paid for 8 hours a week during the academic term time only notwithstanding that the term. of office for the position shall commence on the 3rd week of June and finish on the 2nd week of June of the following year. The Thurles College Officer shall be a part-time employee of MISU, subject to this constitution and the terms of employment governing the Office of Thurles College Officer as set forth by MISU in the contract of employment.

10.11.7 The Thurles Officer shall make themselves available to meet with the students on their campus on a weekly basis, for a certain period of time each week as agreed with the President.

10.11.8 The Thurles Officer shall exercise and perform the functions, duties and responsibilities conferred on her/him by this constitution and shall carry out any additional functions, duties or responsibilities conferred upon her/him by Union Council and/or the President.

10.11.9 The Thurles Officer shall attend, where possible, any academic related meetings that may be organised with college staff on the Limerick or Thurles campus, in conjunction with the President and/or Vice-President Academic.

10.11.10 The Thurles Officer shall not enter into any agreements and/or contracts with any venues, companies or organisations on behalf of the MISU without consulting with the President and receiving the written agreement of the President.

10.12 Student Activities Officer – Limerick Campus

10.12.1 The Student Activities Officer (Limerick Campus) shall support the Vice-President Student Experience & Wellbeing in the provision of a diverse programme of on campus activities for students on the Limerick campus.

10.12.2 The Student Activities Officer (Limerick Campus) shall be the first point of contact for students who are interested in and part of Clubs & Societies on the Limerick campus.

10.12.3 The Student Activities Officer (Limerick Campus) shall sit on the Board of Irish College Societies as student representative.

10.12.4 The Student Activities Officer (Limerick Campus) shall alternate chairing of Clubs & Societies Council with the Student Activities Officer (Thurles Campus).

10.13 Student Activities Officer – Thurles Campus

10.13.1 The Student Activities Officer (Thurles Campus) shall support the Vice-President Student Experience & Wellbeing in the provision of a diverse programme of on campus activities for students on the Thurles campus.

10.13.2 The Student Activities Officer (Thurles Campus) shall support the Vice-President Student Experience & Wellbeing in dealing with non-academic matters on the Thurles campus and shall refer matters to the Vice-President Student Experience & Wellbeing, as directed by the Vice-President Student Experience & Wellbeing.

10.13.3 The Student Activities Officer (Thurles Campus) shall be the first point of contact for students who are interested in and part of Clubs & Societies on the Thurles campus.

10.13.4 The Student Activities Officer (Thurles Campus) shall sit on the Board of Irish College Societies as student representative.

10.13.5 The Student Activities Officer (Thurles Campus) shall alternate chairing of Clubs & Societies Council with the Student Activities Officer (Limerick Campus).

Article 11. General Elections

11.1 Returning Officer

- 11.1.1 The application process for the position of Returning Officer shall be defined each year by the General Manager, in conjunction with the Executive Committee.
- 11.1.2 The Returning Officer shall be nominated by a majority vote of the Executive following the completion of the application process.
- 11.1.3 The Returning Officer shall set up an Electoral Committee to assist with the running of the election. This Committee shall consist of current students and at least one former member of the S.U executive, who are not running for re-election.
- 11.1.4 The Electoral Committee shall be ratified by both the General Manager and the Executive Committee.
- 11.1.5 This Committee shall be formed not less than two weeks before the Executive elections are due to take place.
- 11.1.6 The Electoral Committee shall meet at least once during the calendar year.
- 11.1.7 This Committee shall be responsible for the holding of Elections, by-elections and referenda held by the S.U Executive.
- 11.1.8 This Committee shall end its term of office with the Returning Officer.
- 11.1.9 The Returning Officer and the Electoral Committee shall be compensated for time and materials.

11.2 Notices for Elections

- 11.2.1 Elections shall be held in the second semester, no earlier than week four and not later than week eight, on a date set out by the Executive.
- 11.2.2 The date and place of the elections, the closing date for nominations and a copy of this schedule shall be placed on the Union notice boards at least two weeks before the election date.

11.3 Nominations for Elections

- 11.3.1 Nominations shall close at 2pm four college days before the date of the elections.
- 11.3.2 If there are no nominations for a position/s on the Executive Committee at the close of nominations, the Returning Officer shall reopen nominations for that position/s to close at 2:00pm two days before the date of the election.
- 11.3.3 If there are no nominations for a Students' Union Executive Committee position after the two additional academic days then a by-election for the position shall be held at the earliest opportunity in the first semester of the following academic year. No further extension shall be allowed and nominations received outside of this time shall not be permitted.

- 11.3.4 Nominations shall be on forms authorised by the Returning Officer and must be returned to the Returning Officer or his/her nominee.
- 11.3.5 Nomination forms shall specify the post for which the candidate is running for and shall be signed by the candidate and twenty proposers, who must be registered students of the College.
- 11.3.6 In the event of non-Union members running for a sabbatical position, Union Council can nominate a non-Union person to run for the post in a subsequent by-election, subject to seeking advice from the Advisory Committee.
- 11.3.7 Late nominations shall not be accepted except for nominations which fall under article 11.3.2 where the article has been invoked by the Returning officer.
- 11.3.8 The Returning Officer must record withdrawal of nominations not later than two college days after closing of nominations.
- 11.3.9 Hustings shall take place on the eve of the elections.
- 11.3.10 Campaigning for elections, can only begin after the close of nominations and following the candidates' meeting with the Returning Officer.
- 11.3.11 All candidates shall adhere to a spending cap, with the limit being set by the Returning Officer, after seeking the advice of the General Manager and member(s) of the Advisory Committee.
- 11.3.12 All sponsorship and / or contributions, either fiscal or benefit-in-kind, committed to the financing or aiding of an individual or joint electoral campaign for both General Elections and Bye-Elections is strictly prohibited.

11.4 Hustings / Public Debate

- 11.4.1 All hustings or public debates with or between candidates or interested parties in an election shall be convened by the Returning Officer or his / her nominee.
- 11.4.2 Candidates shall speak in the reverse order as on the ballot paper, in order of position, with question time at discretion of the Electoral Committee.
- 11.4.3 Candidates shall have equal time for election speeches at the discretion of the Returning Officer.
- 11.4.4 Points of information shall not be allowed and points of order may only be made by the candidates and should only relate to the running of Hustings.
- 11.4.5 Parliamentary language should be observed at all times during proceedings and all members wishing to speak shall arise and address the chair. The chair shall decide the right in speaking and to determine the relevance of the question.

11.5 Voting

- 11.5.1 Voting in all MISU elections and referenda shall be by secret ballot and, in the case of elections shall be cast in accordance with the Single Transferable Vote (STV) System.
- 11.5.2 Voting in all MISU General Elections, By-Elections and Referenda shall be conducted through electronic ballot (or e-ballot) however in such instances where the electronic system is unavailable; the Returning Officer shall request a paper ballot. The Returning Officer shall be entitled to extend any deadlines or timeframes if the need may arise to conduct any paper ballot.
- 11.5.3 The procedure to be followed for an electronic vote is outlined in Section 7.2 of Schedule 7. The procedure to be followed for a paper ballot is outlined in Section 7.4 of Schedule 7.
- 11.5.4 Where the Returning Officer has requested a paper ballot, a paper ballot will be held on both campuses.
- 11.5.5 Voting shall last for at least ten consecutive hours.
- 11.5.6 Members who are eligible to vote in MISU elections, by-elections or referenda shall do so through the MISU website.
- 11.5.7 The Returning Officer shall run a polling station in a designated area on both the Limerick and Thurles campuses where members can vote through the online web vote.
- 11.5.8 No candidate or his/her agents may canvass within the polling station. A breach of this rule will be dealt with by the Returning Officer as he/she deems appropriate.
- 11.5.9 It is also an offence to distribute or display publicity material within the polling station on the day of the election. A breach of this rule will be dealt with by the Returning Officer as he/she deems appropriate.

11.6 Long Distance Vote

- 11.6.1 Long Distance Voting shall not apply where the vote is conducted through electronic voting.
- 11.6.2 Where the Returning Officer has requested that a paper ballot will be held, long distance voting shall apply and shall be granted to any member of the Students' Union.
- 11.6.3 The procedure to be adopted where a Long-Distance Vote is to be held is outlined in Section 7.6 of Schedule 7.

11.7 Counting

- 11.7.1 The procedure for counting of an electronic ballot is outlined in Section 7.3 of Schedule 7.
- 11.7.2 Where the vote has been conducted through a paper ballot, section 7.5 of Schedule 7 shall apply.
- 11.7.3 The count shall take place no earlier than 30 minutes after the closing of the polling stations, in an area designated by the Returning Officer.

- 11.7.4 Officerships to be filled will be counted in the reverse order from how they are listed in the MISU Constitution.
- 11.7.5 Where the vote has been by electronic ballot, candidates have the right to request a recount no later than 12 hours after the results of the election have been declared by the Returning Officer.
- 11.7.6 Official results shall be posted by the Returning Officer immediately after the count is finished.
- 11.7.7 Notice of the results and details of the counts shall be posted by the Returning Officer within one academic day of the end of the count.
- 11.7.8 In the event of a paper ballot, the Returning officer shall have the final decision on the ruling of spoiled votes.
- 11.7.9 In the event of a paper ballot, a candidate may call a recount of ballots no later than 12 hours after the results of the election have been declared by the Returning Officer.
- 11.7.10 The Returning Officer shall deem if the request for a recount is admissible. In the event that he/she deems that the request for a recount shall be denied, his/her decision shall be final.
- 11.7.11 The Returning Officer shall inform, in writing, all candidates for the officership subject to the recount, that a recount has been called.
- 11.7.12 A recount shall take place within two College days of the request by the candidate. Where a paper ballot was held, the ballots shall be stored securely until such time as the recount begins.
- 11.7.13 Notice of results and the details of the counts shall be posted within one academic day of the end of the count.

11.8 Grievances

- 11.8.1 Any candidate/agent/ordinary member of the Union who has reason to believe that there was an irregularity of any kind regarding the conduct of the elections shall have the right to lodge an objection with the Returning Officer within five college days of the irregularity taking place. A candidate/agent/ordinary member of the Union's right to lodge an objection is separate to the right of a candidate to request a recount.
- 11.8.2 If a candidate/agent/ordinary member believes the Returning Officer is wrong, a statement shall be submitted to the MISU Disciplinary Committee and a hearing may be called.
- 11.8.3 All candidates shall adhere to the basic principles, aims and objectives of MISU as outlined within Articles 2 and 3 of this document.
- 11.8.4 Furthermore, all nominees shall at all times, treat their fellow counterparts with dignity and respect.
- 11.8.5 Failure to adhere to the aforementioned provisos shall warrant the convening of the Disciplinary Committee. Any minor infractions of Article 11 by election nominees, as deemed by the Returning Officer, shall warrant a verbal warning to the concerned party / parties. Failure to adhere to this warning shall result in the convening of the Disciplinary Committee.

11.8.6 All candidates are solely responsible for all their campaigning materials, literature, and the conduct of their canvassers.

11.9 By-Elections

11.9.1 A By-Election for any positions not filled during the elections and the extension to the nomination period as per article 11.3.2 shall be held at the earliest opportunity in the first semester of the following academic year.

11.9.2 If any officership falls vacant due to the resignation or removal of an officer, during an academic year, the Students' Union General Manager in consultation with the Returning Officer, shall call a by-election and articles 11.2,11.3, 11.4, 11.5, 11.6, 11.7 and 11.8 shall apply.

11.9.3 The by-election shall occur within fourteen college days of the post becoming vacant or during Semester 1 of the following academic year.

11.9.4 The by-election shall adhere to the guidelines and criteria as outlined for General Elections within this document.

11.9.5 After the second consecutive by-election of the same post that post is deemed to be vacant for the remainder of the year.

Article 12. Amendments

12.1 A referendum shall be the only method of submitting amendments to this constitution and its schedules.

12.2 At least five college days' notice shall be given of proposed amendments to the constitution or its schedules.

12.3 Only the Executive Committee, Union Council or General meeting may propose amendments to the constitution.

Article 13. Indemnity

13.1 Every elected representative of the Union, appointee or member of staff of the Union shall be indemnified out of the assets of the Union against all and any losses or liability, which they may sustain or incur in or about the execution of his/her office or otherwise in relation hereto. No Officer of the Union, Appointee or Member of Staff of the Union shall be liable for any loss, damage or misfortune, which may happen to be incurred by the Union.

Article 14. Interpretation

14.1 In the event of a dispute as to interpretation of any part of this constitution, the ruling of the President shall be sought.



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