

## **Preamble**

There shall be a Students' Union at Mary Immaculate College, Limerick and Thurles; hereafter referred to as the College. The Students' Union, which is recognised by an tÚdarás Rialithe (the College's Governing Authority), shall be the sole student representative organisation for all students of the College.

This is the constitution of the Students' Union and it derives its authority from the student body of the College. Herein are the articles of the constitution which shall only be amended by referendum.

Where the Students' Union is affiliated to any organisation(s), such affiliations shall only bind the Students' Union in so far as the provisions of this constitution are not contravened.

All previous constitutions of the Students' Union are hereby revoked. However, membership, elections, appointments, and policies adopted under previous constitutions are not invalidated or made inoperable as a result of this revocation.

## **Article 1. Name and Establishment**

- 1.1. The name of that Students' Union shall be Mary Immaculate Students' Union or Aontas na MacLéinn, Coláiste Mhuire Gan Smál; hereafter referred to as MISU.
- 1.2. MISU shall be the recognised representative voice of the students in all dealings with college staff and management.
- 1.3. MISU shall be the recognised representative voice of the students in dealings with all other organisations with whom MISU establishes and maintains contact with in order to achieve its aims and objectives.
- 1.4. MISU is an apolitical organisation.
- 1.5. The status of MISU shall be an Unincorporated Club/Society. MISU Commercial Services shall be incorporated as a Designated Activity Company (DAC) and shall be called MISU Commercial Services DAC.

## **Article 2. Basic Principles of MISU**

- 2.1 MISU shall be accountable to the students whom it represents.
- 2.2 MISU shall, in a democratic framework of representation and participation, protect and promote the collective and individual rights of the membership in all relevant matters pertaining to educational, social, welfare, cultural, economic, political and civic development and any other relevant matters pertaining to student life.
- 2.3 MISU upholds the principles of complete autonomy from all state, college or external authorities and allows no interference from these bodies in its electoral process, voting, policy-making or finances.
- 2.4 MISU opposes discrimination on the grounds of gender, age, sexual orientation, race, physical ability, intellectual ability, religion, national creed, marital status or ethnicity.
- 2.5 MISU recognises the importance of culture and the Irish language and will strive to promote and develop it as far as is practical.

## Article 3. Aims and Objectives

### 3.1 Aims

- 3.1.1 To represent and protect the members in academic and non-academic matters.
- 3.1.2 To work as a democratic and transparent organisation, within the parameters of this constitution.
- 3.1.3 To actively pursue the engagement and participation of the general student body in the activities of the Union and student life in general.
- 3.1.4 To promote and pursue the betterment of the education and wellbeing of the members.
- 3.1.5 To promote, encourage and facilitate student Clubs and Societies equally.
- 3.1.6 To create a positive college experience for the members.

### 3.2 Objectives

MISU will achieve these aims by;

- 3.2.1 Working together with college management and staff to ensure that key relationships are developed and maintained.
- 3.2.2 Providing assistance, information, services, guidance, and entertainments for the student population.
- 3.2.3 Providing the best possible balance between academic and social experiences.
- 3.2.4 Being an approachable and welcoming point of contact for students.
- 3.2.5 Encouraging increased student participation in extra-curricular activities.
- 3.2.6 Ensuring that the Executive Committee of the Union keeps itself informed of all developments and issues in the field of education, academic or otherwise, with a view to developing ongoing policy.
- 3.2.7 Seeking full representation on committees and organisations which are relevant to student development, subject to the approval of Union Council or Referendum where appropriate.

## Article 4. Membership

### 4.1 Student Membership

- 4.1.1 All registered students of the College, including those at the Thurles Campus of MIC, shall be full and equal members of the MISU.
- 4.1.2 Sabbatical Officers shall be full members of the MISU while serving their term of office.
- 4.1.3 All members are entitled to:
  - (i) Vote in MISU Elections and Referenda,

- (ii) To hold full voting rights at Union General Meetings, and the right to speak at these meetings, subject to standing orders,
- (iii) Avail of MISU's services and facilities provided to the general membership,
- (iv) Seek election at any level, subject to Articles 8, 9, 10 and 11 of the constitution.

#### 4.2 Honorary Membership

- 4.2.1 Union Council may award to such persons as it sees fit, honorary membership of the Union.
- 4.2.2 Honorary membership shall confer no rights, privileges or obligations to an honorary member or on the Union to an Honorary member.
- 4.2.3 Any person proposed by Union Council and is agreed with the Executive Committee and a quorum of the Union General Meeting, shall be an honorary member of MISU.
- 4.2.4 Sabbatical officers shall not automatically become honorary members.
- 4.2.5 There shall be no more than two honorary memberships conferred in an academic year.
- 4.2.6 Honorary members are allowed to attend and speak at Union General Meetings.
- 4.2.7 Honorary members shall be voting members.
- 4.2.8 A list of honorary membership shall be maintained by MISU and will outline the reason for awarding honorary membership.
- 4.2.9 Union Council has the right to revoke an honorary membership, subject to a valid reason, by a majority vote of Union General Meeting, which shall be quorum.
- 4.2.10 An honorary member may resign their membership by submitting it in writing to the President.

### **Article 5. Governance**

- 5.1 The governance of the Union shall be based on the democratic principle that every member shall have the fullest opportunity to participate in Union affairs.
- 5.2 MISU shall adhere to the principles and practices of good governance.
- 5.3 The governance of MISU shall be conducted on the following hierarchical levels:
  - 5.3.1 Referendum,
  - 5.3.2 Union General Meeting (U.G.M.),
  - 5.3.3 Union Council (U.C.),
  - 5.3.4 Union Executive Committee (Exec.),
  - 5.3.5 Advisory Committee.

## Article 6. Referendum

### 6.1 Referendum

- 6.1.1 A referendum of the members of MISU shall be the supreme authority on all matters relating to the governance of MISU.
- 6.1.2 A referendum shall be the ultimate determinant of Union structure.
- 6.1.3 A referendum shall be held by MISU at the request of any of the following:
  - 6.1.3.1 Union Council, at quorum or,
  - 6.1.3.2 The Executive Committee, at quorum or,
  - 6.1.3.3 A petition which has been signed by at least 10% of the membership of MISU and submitted to the President or the Chairperson of Union Council.
- 6.1.4 Prior to the holding of a referendum, the motion will be debated by the Executive Committee in the first instance and then by Union Council.
- 6.1.5 The proposer of a referendum shall set out the wording of the motion.
- 6.1.6 The wording of the said motion may be amended by a decision of Union Council, so long as the original spirit and intention of the motion is not altered and there is the agreement of the proposer.
- 6.1.7 A referendum shall be held not less than two academic weeks, and not more than four academic weeks from being called.
- 6.1.8 The wording of the referendum shall be posted upon calling the referendum.
- 6.1.9 Legal advice should be sought where deemed necessary by Union Council on proposed amendments/referenda to the constitution.
- 6.1.10 A referendum shall be held over not more than one academic day.
- 6.1.11 The Electoral Committee shall determine the number and location of polling stations but shall ensure that there is a minimum of one polling station placed in an accessible location, thereby allowing all members an opportunity to cast their votes by secret ballot.
- 6.1.12 Voting shall take place for a minimum of ten hours on polling day, beginning no earlier than 8am and finishing no later than 7pm.
- 6.1.13 For the results of a referendum to be valid, at least 15% of Union members must cast votes, and these votes must be proven valid.
- 6.1.14 Decisions of referendum are binding on all Union bodies, employees and agents.
- 6.1.15 The President shall ensure the implementation of decisions made by referendum.
- 6.1.16 Referenda, which have reached quorum, shall be restricted to one per topic per semester.

6.1.17 The details of all referenda held, including the year held, the topic of the referendum, the number of valid votes cast and whether or not the referendum was carried shall be detailed in schedule two of this constitution.

## 6.2 MISU Policies

6.2.1 MISU shall have a series of policies which shall run in conjunction with this constitution.

6.2.2 Policies shall not be in breach of the constitution.

6.2.3 In the event of conflict between this constitution and any policy, this constitution shall have precedence and be deemed to apply.

6.2.4 Policies shall determine the priorities and actions of MISU. Where a matter of fundamental principle arises such a matter shall be decided by way of a referendum. Fundamental Principles shall comprise issues concerning the governance of the Students' Union and any issues connected therewith. Matters of implementation of principles already determined and details of how such principles should be implemented shall be done by way of policy and such policies can be reviewed and amended from time to time without the necessity of holding a referendum.

6.2.5 All policies passed by MISU shall have a term of three years at which point they shall lapse, be renewed, or amended.

6.2.6 The Executive Committee shall, at the start of each academic year, review all policies which are due to lapse in that year and shall prepare recommendations for Union Council on whether the policy should lapse, be renewed, or be amended.

6.2.7 Policy decisions must be presented to Union Council by the Executive Committee at the earliest possible opportunity and shall cease to have effect unless ratified by Union Council at that time.

6.2.8 Policy may only be altered or revoked at the same or higher level of governance at which it was enacted.

6.2.9 All MISU policies must be recorded by the Secretary of Union Council.

6.2.10 The President shall be responsible for the implementation of Union policies.

6.2.11 A list of all MISU policies shall be outlined in schedule three of the constitution, along with the date they were approved and the date at which they will be reviewed.

## **Article 7. General Meetings**

### 7.1 Union General Meetings

7.1.1 The Union General Meeting (UGM) shall be the supreme governing body of the Union.

7.1.2 The UGM has the power to mandate Union Council and the Executive Committee.

7.1.3 Two Union General Meetings shall be held per semester;

7.1.3.1 The first meeting of each semester shall be held not later than week three of each semester.

7.1.3.2 The second meeting of each semester shall be held not later than week 12 of each semester.

7.1.4 Union Council shall decide on the agenda for the UGM at the Union Council meeting immediately preceding the UGM. All members of the Union shall be entitled to submit matters for discussion up to 24 hours before the UGM.

7.1.5 The agenda for the UGM shall consist of:

7.1.5.1 The minutes of the last meeting,

7.1.5.2 Matters arising,

7.1.5.3 Reports from the Sub-Committees of Union Council,

7.1.5.4 Formal Business,

7.1.5.5 Reports from the Executive Committee,

7.1.5.6 Any Other Business.

7.1.6 At least three college days' notice shall be given for all UGMs. This notice shall contain the time, date, place of the meeting and the agenda.

7.1.7 The UGM shall be chaired by the Chairperson of Union Council.

7.1.8 Minutes for the UGM shall be taken by the Secretary of Union Council.

7.1.9 Quorum for a UGM shall be 5% of Union Membership.

## 7.2 Annual General Meeting

7.2.1 An Annual General Meeting (AGM) of the members of MISU shall be held at the end of each Academic Year.

7.2.2 The agenda for the AGM shall consist of:

7.2.2.1 The minutes of the last meeting,

7.2.2.2 Matters arising,

7.2.2.3 Annual Reports from the Sub-Committees of Union Council,

7.2.2.4 Annual Reports from the Executive Committee,

7.2.2.5 Annual Reports from the Advisory Committee,

7.2.2.6 Financial Position of the Union.

7.2.3 At least three college days' notice shall be given for an AGM. This notice shall contain the time, date, place of the meeting and the agenda.

7.2.4 The AGM shall be chaired by the President.

7.2.5 Minutes for the AGM shall be taken by the Vice-President / Academic Officer.

7.2.6 Quorum for an AGM shall be 5% of Union Membership.

### 7.3 Emergency General Meeting

- 7.3.1 An Emergency General Meeting (EGM) may be called by any one of the following:
- 7.3.1.1 The Union President,
  - 7.3.1.2 The Union Executive Committee,
  - 7.3.1.3 The Union Council,
  - 7.3.1.4 15% of the Union membership upon the presentation of a signed petition, to the Executive Committee.
- 7.3.2 Two college days' notice are required for convening an EGM.
- 7.3.3 An EGM must discuss only the business for which it has been called, which must be clearly specified by written request and publicly displayed.
- 7.3.4 The EGM shall be chaired by the President.
- 7.3.5 Minutes for the EGM shall be taken by Vice-President/Academic Officer.
- 7.3.6 Quorum for an EGM shall be 5% of Union Membership. If quorum is not met, then any decision which has been voted on at the EGM shall be brought back for ratification by the Executive Committee.

## **Article 8. Union Council**

- 8.1 There shall be a representative body of the students of MIC, which shall determine the policy of the Union and mandate the Executive Committee, subject to the decision of the UGMs and referenda. This body shall be known as the Union Council and shall meet every two weeks on the Limerick Campus.
- 8.2 A minimum of 6 Union Council Meetings shall be held each semester.
- 8.3 Responsibilities of Union Council

The responsibilities of Union Council are to;

- 8.3.1 Communicate the views of the members to the Executive Committee and the views of the Executive Committee to the members,
- 8.3.2 Initiate policy through the Executive Committee on internal and external matters,
- 8.3.3 Review and update or dissolve policies after a three year period,
- 8.3.4 Instruct and hold accountable the Executive Committee on their work,
- 8.3.5 Amend the schedules and appendices of the constitution, as appropriate,
- 8.3.6 Monitor and discuss the events and decisions of the College's decision making bodies,
- 8.3.7 Establish temporary working groups and define the terms of reference of such working groups,
- 8.3.8 Further the aims and objectives of the Union as stated in this constitution,
- 8.3.9 Refer any appropriate matter(s) to either UGM or referendum, in accordance with standing orders.

#### 8.4 Composition of Union Council

##### 8.4.1 Voting members of Union Council

8.4.1.1 Elected Class Representatives from the Limerick and Thurles Campuses, including one representative from each taught Postgraduate course and one Research Postgraduate representative from each academic department and one representative from the International Students' Society, who is on campus for the full academic year to represent the views of students who are on exchange in Mary Immaculate College.

8.4.1.2 Sabbatical Officers,

8.4.1.3 Two other officers of the Executive Committee nominated for at least one semester by the Executive Committee.

##### 8.4.2 Non-Voting members of Union Council

8.4.2.1 All MISU members shall have participatory non-voting status at Union Council but may be requested to leave a meeting of the Council by the Chairperson as the Chairperson deems appropriate.

#### 8.5 Election, Removal and Resignation of Class Representatives

8.5.1 Class Representatives must be a member of the class which they represent.

8.5.2 Class Representatives shall be democratically elected by a majority vote of their class.

8.5.3 Every student is eligible to stand as a Class Representative for their Class.

8.5.4 A candidate for Class Representative shall be proposed by at least 25 members of the Class in question. If the Class does not have 25 students, the Vice President/Academic Officer shall define what is appropriate.

8.5.5 The number of Class Representatives for each class shall depend on the number of students in the class as follows:

8.5.5.1 1-60 students: up to 1 class representative,

8.5.5.2 61-120 students: up to 2 class representatives,

8.5.5.3 121-250 students: up to 3 class representatives,

8.5.5.4 251+ students: up to 4 class representatives,

8.5.6 If a Class Representative election is required, it shall be organised and overseen by the Vice President/Academic Officer, within 5 college days after the close of nominations.

8.5.7 Class Representative may be removed from office by a quorum meeting of the class. The quorum for this meeting shall be 40% +1.

8.5.8 Written notice of such class meeting must be given to the Council member concerned and a Sabbatical Officer of the Union at least three college days prior to holding the meeting. A Sabbatical Officer of the Union must chair such a meeting.

8.5.9 A Class Representative may resign at any time by giving one day's notice to their class, the Union Council Chairperson and the Vice President/Academic Officer.

8.5.10 If a Class Representative position becomes vacant, it shall be the responsibility of the Vice President/Academic Officer to advertise the position to the class.

#### 8.6 Duties of Class Representatives

8.6.1 Training shall be provided for Class Representatives by the President and Vice President/Academic Officer in both semesters, as early as possible in the semester.

8.6.2 Class Representatives must endeavour to attend training when organised. A Class Representative must attend the training in the semester of which they are elected. If elected after training has taken place then they shall attend training in the next semester.

8.6.3 Each Class Representative shall represent the interests and views of the majority of his/her class on Union Council and shall keep the class regularly informed on the proceedings of the Council.

8.6.4 Each Class Representative shall make it known to their class that they are the representative of that class.

8.6.5 If unable to attend a Union Council meeting, a Class Representative shall tender apologies to the Vice President/Academic Officer and to their Class by 3pm on the day of the meeting.

8.6.6 Class Representatives shall have their position reviewed, in consultation with the Vice President/Academic Officer, if:

8.6.6.1 Three consecutive meetings are missed having sent advanced apologies, or,

8.6.6.2 Two consecutive meetings are missed without prior notice.

8.6.7 The Class Representative shall convene a meeting of their class at least once a month during term of office.

8.6.8 The Class Representative shall present to Union Council any issues that have been brought to his/her attention by his/her class as soon as possible.

8.6.9 The Class Representative shall attend, where possible, any meetings that may be organised with College staff.

#### 8.7 Thurles Campus

8.7.1 Class Representatives from the Thurles Campus shall be required to meet with the Thurles College Officer on the Thurles Campus the week prior to Union Council meetings. These meetings shall be known as the Thurles Campus Class Rep Committee.

8.7.2 The Committee shall be the forum for Thurles Class Reps to bring forward any issues or concerns they are having on the Thurles Campus as well as to bring forward ideas and provide feedback to MISU.

8.7.3 Class Representatives from the Thurles Campus shall be required to attend Class Rep Training on the Limerick Campus and two other Union Council Meetings on the Limerick Campus, one in semester one and the second in semester two.

8.7.4 Thurles Class Representatives shall participate at the remaining Union Council meetings either in person or through Video Conferencing Software.

8.7.5 The terms of the Thurles Campus Class Rep Committee are attached in schedule one of this constitution.

#### 8.8 Meetings of Union Council

8.8.1 Meetings of Union Council shall be held on the Limerick Campus.

8.8.2 The inaugural meeting of the Union Council shall be held in or before week three of semester one.

8.8.3 The inaugural meeting of the Union Council shall be chaired by the Chairperson of the Union Council.

8.8.4 Where the Chairperson remains unelected or is unable to attend Union Council, the President, or their nominee, shall chair the meeting.

8.8.5 Union Council meetings may be called by any of the following:

8.8.5.1 President and Vice-President of the Union,

8.8.5.2 Executive Committee,

8.8.5.3 1/3 of Union Council,

8.8.5.4 The Chair of Union Council

8.8.6 The quorum for all council meetings shall be 40%+1 of the elected class representatives.

8.8.7 All meetings shall be governed by the Standing Orders as outlined in Article 21 of this constitution.

8.8.8 All Council members shall be entitled to vote and address the meeting, subject to Standing Orders.

#### 8.9 Officials of Union Council

8.9.1 Where possible, a Chair and Secretary for the coming year shall be elected by the Union Council at the last meeting of Semester 2 of the current year.

##### 8.9.2 Union Council Chair

8.9.2.1 The Union Council Chair shall be responsible for ensuring that meetings follow the Standing Orders, as per Article 21.

8.9.2.2 The Union Council Chair shall be a voting member of the MISU Executive Committee.

8.9.2.3 The Union Council Chair shall represent the views of Union Council at the Executive Committee.

8.9.2.4 The Union Council Chair shall be responsible for reporting back to the Union Council on Union Council matters which have been discussed by the Executive Committee.

##### 8.9.3 Union Council Secretary

8.9.3.1 The Union Council Secretary shall be responsible for taking the minutes of each meeting of the Council shall be taken.

- 8.9.3.2 In the absence of a Secretary, a member of the council can be elected, by a show of hands, to record the minutes of the Council meeting.
- 8.9.3.3 The Union Council Secretary shall circulate the minutes of each meeting with the agenda for the next meeting of the Council. In the absence of a Union Council Secretary, the Vice-President / Academic Officer shall circulate the minutes and the agenda.
- 8.9.3.4 The minutes for each Council meeting shall be verified at the subsequent meeting of the Council.
- 8.9.3.5 The minutes shall include full details of all matters debated, including voting figures.
- 8.9.3.6 All elected Council members shall vacate their position on the final day of the academic year.

#### 8.9.4 Sub-Committees of Union Council

- 8.9.4.1 The following shall be standing sub-committees of Union Council;
  - 8.9.4.1.1 Thurles Campus Class Rep Committee
  - 8.9.4.1.2 MISU Constitutional Review Committee
  - 8.9.4.1.3 MISU Disciplinary Committee
  - 8.9.4.1.4 MISU Appeals Committee
  - 8.9.4.1.5 MISU Academic Committee
  - 8.9.4.1.6 MISU Entertainments Committee
  - 8.9.4.1.7 MISU Welfare & Equality Committee
  - 8.9.4.1.8 MISU Culture & Irish Committee
  - 8.9.4.1.9 MISU Clubs & Societies Council
    - 8.9.4.1.9.1 Limerick
    - 8.9.4.1.9.2 Thurles
  - 8.9.4.1.10 MISU Post Graduate Committee
  - 8.9.4.1.11 Student Engagement Committee
- 8.9.4.2 The membership and terms of reference for the sub-committees listed at 8.7.1 are outlined in schedule one of this constitution.
- 8.9.4.3 The sub-committees listed at 8.15.1 shall report to Union Council at the end of each semester.
- 8.9.4.4 Standing sub-committees, except for the Thurles Campus Class Rep Committee, shall be required to meet at least two times per semester.

#### 8.9.5 Working Groups of Union Council

- 8.9.5.1 Union Council shall have the power to establish working groups, as deemed appropriate and necessary, and to delegate certain responsibilities to them.
- 8.9.5.2 Upon the establishment of a working group, Union Council shall draw up an Establishment Document which shall detail:
  - 8.9.5.2.1 The aims and objectives of the working group,
  - 8.9.5.2.2 The membership of the working group,

- 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.

- 14.2 In the event of a challenge to the President’s ruling, the President’s decision, along with the challenge shall be reviewed and discussed by the Executive Committee. The recommendations shall be brought to Union Council for approval. The decision of Union Council shall be final.

### **Article 15. Autonomy**

- 15.1 The Union is an autonomous organisation and shall not be affiliated to any organisation, political or otherwise, whose conditions of membership may affect the autonomy of the Union.
- 15.2 During all MISU Elections, Officers of the Executive shall maintain the autonomy of the Union.

### **Article 16. Impeachment**

- 16.1 Any person who holds an official Union position and has made a complaint, or has a complaint made against them is subject to the MISU Disciplinary Procedures, which have been approved by Union Council.
- 16.2 The Union Executive or Union Council may bring a motion of no confidence in a member(s) of same, by a majority vote of the relevant committee (provided it is quorate).
- 16.3 The MISU Disciplinary Procedures are attached to this Constitution at Schedule Four.

### **Article 17. Affiliations**

- 17.1 Where the Union wish to affiliate to a body, which directly levies a membership fee on members of the Union, the decision shall be taken only by referendum.
- 17.2 Should the Union wish to disaffiliate from the body, the decision shall be taken only by referendum.
- 17.3 Union Council may approve membership of organisations that do not require an affiliation fee directly on its members, which shall aid the Union in the pursuance of its objectives.
- 17.4 Should the Union become a member of any other organisations, the full title of the relevant body, the date of affiliation, details of any affiliation fees, and the motion for affiliation with voting details shall be included in schedule four of this constitution.

### **Article 18. Finance**

- 18.1 The financial year shall run from the 1st September to the 31st August annually.
- 18.2 The finances of the Union shall be managed in line with the financial controls as outlined in the Internal Financial Procedures Manual.
- 18.3 The MISU accounts shall be audited at the end of each financial year.
- 18.4 The President and the General Manager shall publish a full and accurate statement of the accounts at the end of each financial year.
- 18.5 The General Manager shall be responsible to the Union for the keeping of accounts and shall exact supervision over all Union finances.

- 18.6 In the absence of a General Manager being employed by the Students' Union, financial transactions shall be overseen by the Chairperson of the Advisory Committee and either the President or Vice-President until the position of General Manager is filled.
- 18.7 The Union accepts no responsibility for overdrafts or debts incurred by clubs, societies or individuals connected or associated with the Union.

### **Article 19. MISU Management Advisory Board**

- 19.1 There shall be a board known as the Mary Immaculate Students' Union (MISU) Management Advisory Board, herein after referred to as the Management Advisory Board.
- 19.2 The role and responsibilities of the Management Advisory Board are outlined in the Terms of Reference, which is attached at Schedule 6 - Appendix 1, of this constitution.
- 19.3 The Schedule of Matters, attached to this constitution at Schedule 6 - Appendix 2, sets out the functions reserved for and to be exercised by the Board in accordance with legal and regulatory requirements and good governance obligations.
- 19.4 Union Council shall ratify the appointment of new members of the Management Advisory Board.
- 19.5 The President in consultation with the General Manager shall report back to the Union Council on the work of the Management Advisory Board.

### **Article 20. General Manager**

- 20.1 The General Manager is the most senior member of staff.
- 20.2 S/he has the responsibility of providing elected officers with professional advice, managerial expertise and support.
- 20.3 S/he maintains and develops the commercial services provided by the union to its members, in accordance with the Union policy, and the wishes of the Executive Committee and Union Council.
- 20.4 The position involves the application of a high level of skill and experience in the following fields:
- 20.4.1 Personnel Management Administration
  - 20.4.2 Planning and Development
  - 20.4.3 Financial Management
  - 20.4.4 General Management

### **Article 21. Standing Orders**

- 21.1 Meetings
- 21.1.1 Only Full members of the Union may speak and vote at General Meetings. Non- members may speak but not vote.
  - 21.1.2 The secretary of the Union Executive shall be responsible for the taking and publishing of the minutes of all General Meetings.

- 21.1.3 The President of the Union shall take the chair at General Meetings. If s/he is absent or relinquishes the chair it shall be taken by the Vice-President. If the chair wishes to speak on a motion, s/he must step down and an independent chair shall be chosen by majority show of hands.
- 21.1.4 The Chairperson shall have the responsibility for ensuring that discussion is conducted in an orderly fashion and that speakers are not interrupted save as for provided in these standing orders. S/he shall enforce any time limits or other procedures approved by members present.
- 21.1.5 In the event of a tie, the Chairperson shall have the casting vote.
- 21.1.6 The ruling of the Chair upon questions of order and upon matters arising in debate shall be final and not open to discussion.
- 21.1.7 In the event of any member at a meeting disregarding the authority of the Chair and being guilty of obstructive or offensive conduct, the Chair may suspend such members from the remainder of the meeting and in addition, may order that the member be escorted from the meeting.
- 21.1.8 Union Council shall decide on the agenda for the U.G.M at the Union Council meeting immediately preceding the U.G.M. All members of the Union shall be entitled to submit matters for discussion up to 24 hours before the U.G.M.
- 21.1.9 The agenda shall consist of:
- 21.1.9.1 The minutes of the last meeting and matters arising
  - 21.1.9.2 Correspondence
  - 21.1.9.3 Reports from Committees
  - 21.1.9.4 Formal business
  - 21.1.9.5 Reports from the Executive
  - 21.1.9.6 A.O.B

21.2 General Conduct of Discussion

- 21.2.1 Members wishing to speak shall rise and address the Chair. The Chair shall decide the right in speaking. S/he shall ensure whenever practicable that speakers for and against a question under discussion shall address the meeting alternatively.
- 21.2.2 No member may speak more than once on the same motion except with the express permission of the meeting or to answer a question on a report, to summate or to propose a procedural motion.
- 21.2.3 Each member shall have one vote. No vote may be taken on behalf of non-present members. The Chair shall not have a vote except in the event of two tied votes, at least one of which was by secret ballot, in which case, the Chair, if a member of MISU shall have casting vote.
- 21.2.4 Each motion shall have a proposer and seconder. The proposer may speak for 5 minutes on the motion; it shall thereafter be open for discussion and may be withdrawn only with the consent of the meeting.
- 21.2.5 Speakers for/against the motion/question may speak for 2 minutes, they may request an extension from the member's present, and consent shall be given by a show of hands.

21.2.6 Only one motion, amendment or report may be put before the meeting at any one time.

21.2.7 Speakers shall not be interrupted save by points of information or points of order.

21.2.7.1 **A point of information is:** If there is a factual piece of information you feel a speaker should be informed of, you may rise while s/he is speaking and state that you are raising a point of information. The speaker may decide whether or not s/he wants to accept your point of information. If they do not, you must accept this decision.

21.2.7.2 **A point of order is:** Points of order refer to the conduct of the debate and arise if a member feels that something is happening that is not allowed for within the rules laid down for the conduct of debate. A point of order does not relate to the motion being discussed or any arguments for or against that motion. If you want to raise a point of order, you simply state that you are raising a point of order and specify what point you are making. A point of order takes precedence over all other business except the act of voting, unless it refers to the conduct of the vote.

21.2.8 There shall be no new points of information or points of order during summation.

21.2.9 In the absence of discussion, the matter goes to a vote.

### 21.3 Procedural Motions

21.3.1 The following are procedural motions;

21.3.1.1 A vote of no confidence in the Chair.

21.3.1.2 A challenge to the Chair's ruling.

21.3.1.3 A motion that the question now be put.

21.3.1.4 A motion that the question not be put.

21.3.1.5 A motion that the standing orders be temporarily suspended for a specific length of time.

21.3.1.6 A motion that the meeting be adjourned to a specific date and time.

21.3.1.7 That the motion be referred back for investigation or re-examination.

21.3.1.8 That the motion be taken in parts.

21.3.2 A procedural motion shall have a proposer and seconder.

21.3.3 The procedural motions shall be selected in order of priority as in standing orders.

21.3.4 If procedural motions (21.3.5) or (21.3.6) are put, the Chairperson shall hand the Chair to another member of the Executive. The proposer shall state his/her own case, the person who was just vacated from the Chair shall reply and the matter will be put straight to the vote. In the event of procedural motion (e) being carried s/he shall not resume Chair during the meeting.