

# Aontas na Mac Léinn, Ollscoil Luimnigh

## BUNREACHT



University of Limerick  
Students' Union

## CONSTITUTION

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## Preamble

Herein are the articles of the Constitution of the University of Limerick Students' Union

The Constitution derives its authority from the student body of the University of Limerick.

This Constitution may be amended by Referendum or by General Meeting.

Where the Students' Union is affiliated to any organisation or organisations, such affiliations shall only bind the Students' Union in so far as the provisions of this Constitution are not contravened.

The Union shall represent the views of the students of the University of Limerick and thus this Union believes that access to education shall be a right not a privilege

Union Policies will be binding upon all Union bodies until such time that they are revoked or amended at the decision making level, or at a higher level, which brought such policies into being. Policies shall be listed in Schedule One of this Constitution.

## Transparency

Any member seeking a copy of the Constitution is entitled to one from any fulltime officer.

This Constitution shall be published electronically.

All minute books kept by the Secretariat of General Meetings and Council Meetings shall be open to inspection by any member in the Union office.

The minute books of the preceding year's administration shall be handed over in full to incoming officers and Executive every year.

## Definitions

1. **Academic Year** – Shall begin on the first day of the Autumn Semester and end on the last day of the Spring Semester as defined by the University Academic Calendar.
2. **Class** – undergraduate and taught postgraduate classes for each year of every course as defined by the University. In the case of Research Postgraduates a class shall be defined as their college of research.
3. **Class Representative** – as defined in Article 22
4. **Clubs and Societies Council** – as defined in Article 40
5. **Clubs & Societies Executive** – as defined in Article 41
6. **College** – One of the constituent colleges of the University for the Plassey Campus
7. **Commission** – as defined in Article 18
8. **Constitution** – This document in its entirety
9. **Cost Centre** – department of Union
10. **Council** – as defined in Article 8
11. **Directly Elected** – a union position elected from the entire student population
12. **Executive** – as defined in Article 17
13. **External placement** – placement outside of the University as part of the academic programme, for example Co-operative Education, Study Abroad, Teaching Practice, and other such placement.
14. **General Meeting** – as defined in Article 7
15. **Non Voting Member Status** – shall have full member rights except the right to vote
16. **Notification** – shall be written and signed
17. **Observer Status** – shall have rights to attend

18. **Participant Status** – shall have rights to attend and speak
19. **Qualified Majority** – is a majority of two-thirds or more.
20. **Referendum** – as defined in Article 6
21. **Semester** – is an academic semester as defined by the University academic calendar.
22. **Teaching Week** – Any week in which scheduled teaching takes place during a semester.
23. **Union** – The University of Limerick Students' Union
24. **Union office** – Main Reception of the Union premises
25. **University** – University of Limerick, as defined in the Universities Act 1997
26. **University Day** – is 9am – 6pm on a Monday, Tuesday, Wednesday, Thursday or Friday during the semester, excluding University Holidays.

# Establishment and Name

## Article 1. Establishment and Name

1. There shall be a students' union at the University, as referenced by the Universities Act, 1997.
2. The name of that union shall be Aontas na Mac Léinn, Ollscoil Luimnigh or University of Limerick Students' Union.
3. A General Meeting, subject to a Referendum, shall have the power to authorise the establishment of a company for the provision of services for students.

# Aims and Objectives

## Article 2. Aims and Objectives

1. To represent its members on matters affecting their interest as students of the University.
2. To seek the facilities required by, and advantageous to, its members
3. To support the growth and development of Union Clubs and Societies equally
4. To implement and develop an environmental policy, which limits the impact of the Union on the environment, without limiting the effectiveness of the Union
5. To promote and actively pursue the betterment of the welfare of its members.
6. To actively pursue good relations between its members and the local community.
7. To work for an equitable education system in this country
8. To implement and develop a bilingual policy of both Irish and English while acknowledging all other languages.

# Membership

## **Article 3.                   Membership**

1. The membership of the Union shall be those students who are registered as students with the University for the Plassey campus.
2. Any person sitting on the Executive shall be a member while they hold their position on the Executive.
3. All full-time staff of the Union, for the duration of their employment by the Union, shall be deemed to be non-voting members.

## **Article 4.                   Honorary Membership**

1. Honorary Membership shall be automatically conferred on all past elected members of the Executive, including Executive Members (or equivalent) of previous incarnations including National Institute of Higher Education Students' Union, Thomond College of Education Students' Union, etc.
2. Honorary Membership may be conferred by Council and presented at General Meeting to persons with a clear and tangible association with the Union.
3. Honorary members shall be non-voting members.
4. Honorary members may attend all General Meetings.
5. Honorary members shall request an invitation from Council to attend Council.

# Governance of the Union

## Article 5. Governance of the Union

1. The Governance of the Union shall be based on the democratic principle that every member shall have the fullest opportunity to directly participate in Union affairs.
2. The governance of the Union shall be as transparent as possible.
3. Management of Union affairs shall be conducted on four levels, as follows:
  - 1° Referendum
  - 2° General Meeting
  - 3° Council
  - 4° Executive
4. Referendum shall be the ultimate determinant of Union structure, policy and operation.
5. Subject to Referendum, General Meeting may determine Union policy and operation.
6. Subject to Referendum and General Meeting, Council may determine policy and manage the Union.
7. In cases of absolute necessity when Council is not sitting, outside of the academic year, Executive may determine Union policy.
8. Policy decisions made under Article 5.7. shall be presented to Council at the earliest opportunity and shall cease to have effect unless ratified by the Council at that time.
9. Council shall be notified of all operational changes at the earliest possible opportunity.
10. Policy may only be altered or removed at the same or higher level of governance at which it was enacted.
11. All Policy, except that enacted by Referendum, shall have an initial lifespan of three years which can be extended at the direction of a policy making body.

12. All motions shall include a reference to the relevant article in the Constitution

13. All motions and Policy shall not be in breach of the Constitution

# Referendum

## Article 6. Referendum

1. A referendum shall be called on any issue at the request of the following:
  - 1° General Meeting;
  - 2° Council;
  - 3° Petition of at least 200 union members' signatures
2. For the result of a referendum to be valid, at least 15 per cent of Union members shall vote and these votes shall be proved to be valid.
3. All motions shall be passed by a qualified majority of the valid poll in order for them to be valid.
4. The motion to be put in a referendum shall be checked by Council and may be altered if it is considered ambiguous, so long as the intention of the original motion is not changed.
5. At least five days notice of a referendum shall be given by the Vice-President/ Communications Officer
6. The referendum wording is to be posted at least five days before the referendum
7. A referendum shall be held not less than two and not more than four teaching weeks after it has been called.
8. Council shall set the referendum date.
9. Where a referendum has been called Union facilities shall be restricted to any Bona Fide group in favour or opposed to the referendum motion on a pro-rata basis for the purposes of such referendum
10. The facilities to be made available shall be decided upon by the Executive
11. The bona fides of the group shall be decided upon by the Returning Officer
12. Referenda shall be restricted to one per topic per academic year unless a General Meeting decides otherwise

# General Meeting

## Article 7. General Meeting

1. A general meeting is a private meeting of the membership of the Union held during semester.
2. Non-members may attend on the invitation of the Chairperson.
3. The quorum for a General Meeting shall be 200 members.
4. Council shall approve all General Meeting agendas.
5. The standing agenda for a General Meeting shall always contain the following:
  - 1° Minutes;
  - 2° Matters Arising;
  - 3° Officers' Briefing;
  - 4° Any Other Business
6. Every Union member shall be entitled to vote at General Meetings.
7. A General Meeting shall be run in accordance with the Standing Orders contained in this constitution.
8. The Chairperson of a General Meeting shall be the Chairperson of the Council.
9. Where the Chairperson is not available, the Deputy Chairperson shall Chair the meeting in his/her place.
10. Where either Chairperson or Deputy Chairperson of Council is not available, the meeting shall elect from its number, an alternative chair for that meeting.
11. Council shall decide the arrangements for a General Meeting
12. The Vice-President/ Communications Officer shall give at least ten university days' notice for a General Meeting.
13. All motions for consideration at a General Meeting shall be given in writing to the Vice-President/ Communications Officer at least five university days before the meeting

14. Such motions shall be proposed by five, and seconded by ten, members of the Union.
15. The motion to be put at a General Meeting shall be checked by Council and may be altered if it is considered ambiguous, so long as the intention of the original motion is not changed.
16. The final agenda for a General Meeting shall be posted at least two university days before the meeting.
17. At least one General Meeting shall be held per semester.
18. The Annual General Meeting shall be held not later than the seventh week of the autumn semester of each academic year.
19. The agenda for the General Meeting shall have, in addition to Article 7.5.
  - 1° Audited Accounts (Spring Semester);
  - 2° Ratification of Auditors (Spring Semester);
  - 3° Officers' Reports (Autumn Semester);
  - 4° Policy Review (Autumn Semester)
20. An Emergency General Meeting may be called by:
  - 1° Executive
  - 2° Council
  - 3° A petition of at least 200 members' signatures

## Class Representative Council

### Article 8. Council

1. There shall be a representative body, which shall determine the policy of the Union and have the power to mandate the Executive, subject to General Meeting and Referendum.
2. This body shall be known as the Class Representative Council, hereafter called Council.
3. Council shall consist of the Executive and all Class Representatives
4. Executive Members shall be non-voting members of Council.
5. All Union members shall have participant status at Council, but can be asked to leave at the request of the Chairperson.
6. Council may grant Participant or Observer status on any other person as deemed appropriate

### Article 9. Meetings of Council

1. Council shall meet at least five times per semester.
2. At least three University days' notice shall be given by the Vice-President/ Communications Officer for all Council Meetings.
3. Council may be called to session at the request of any of the following:
  - 1° The President;
  - 2° A majority of Executive members;
  - 3° One third of Council members.
4. Council Meetings shall be run in accordance with the standing orders contained in this Constitution

### Article 10. Council Officials

1. The Chairperson of the Council shall be elected from the Class Representatives at the first Council Meeting after the training seminar and shall chair all meetings of Council.
2. The Chairperson of Council shall be deemed to have resigned upon notification to the President, who shall inform Council. The position shall be filled at the next scheduled Council Meeting.
3. The Deputy-Chairperson of Council shall be elected from the Class Representatives at the first Council Meeting after the training seminar and shall deputise, as instructed by and, for the Chairperson of Council in all matters where the Chair is not available.
4. The Deputy-Chairperson of Council shall not be a final year student.
5. The Deputy-Chairperson of Council shall be deemed to have resigned upon notification to the President. The position shall be filled at the next scheduled Council Meeting.
6. Where either the Chairperson or Deputy-Chairperson of Council is not available the meeting shall elect, from its number, an alternative chair for that meeting.
7. The opening meetings shall be chaired by the previous Chairperson of Council (or Deputy-Chairperson), and the first meeting shall be held no later than the second week of autumn semester.

**Article 11. Council Officers**

1. Council shall have the power to create non-executive council officer positions.
2. There shall be a council officer with responsibility for the implementation and further development of the Union Bilingual Policy and matters pertaining to the Irish Language entitled the Irish Officer.
3. There shall be at least one faculty officer to represent each of the faculties of the University, elected from undergraduate Class Representatives for that faculty, known as Faculty Officers

4. Council Officers as in [Article 11.3.](#) may be removed from office by a simple majority of the Class Representatives for their College voting in favour of such a motion.
5. Council Officers as in [Article 11.3.](#) shall sit on the Faculty Boards and other relevant committee or working group which is dedicated to the improvement or augmentation of their college.
6. Council Officers as in [Article 11.3.](#) shall form the education working group as per Article 12.2. and report to the Education Officer.
7. Council Officers as in **Error! Reference source not found.** shall nominate from their number one Council Officer to act as a Faculty Officer Representative on the Executive as per Article 17.2. 9°

**Article 12. Council Working Groups**

1. The Council shall have the power to constitute working groups as it may require for the better conduct of its affairs.
2. There shall be a standing working group of Council to oversee education
3. There shall be a standing working group of Council to oversee entertainments

**Article 13. Council Decisions**

1. Voting at Council shall be by simple majority of voting members present.
2. Each class representative in Council shall have one vote.
3. Council shall be deemed Quorate if the following are present:
  - 1° A majority of Class Representatives
4. A motion shall be deemed to be carried when the following vote in its favour:
  - 1° A majority of Class Representatives present in a quorate Council

# Postgraduate Representation / Postgraduate Students' Association

## Article 14. Postgraduate Students' Association

1. The Union recognises the Postgraduate Students' Association as the representative body for the postgraduate students in the University on all postgraduate issues and appreciates the important role it plays
2. The Postgraduate Students' Association is a sui generis organisation within the Union structure, and is fully autonomous on postgraduate issues.
3. The Union shall strive for close cooperation and friendship with the Postgraduate Students' Association and shall endeavour to support Postgraduate Students' Association initiatives where appropriate and shall expect the same of the Postgraduate Students' Association
4. The Union shall retain its representative role for postgraduate students on all other issues and the Postgraduate Students' Association shall recognise this right to represent the entire population on generic issues.
5. A postgraduate issue is one that arises by virtue of a person or group's postgraduate status or relating to their course of study or work environment. Where a dispute arises as to the nature of an issue a Postgraduate Students' Association-Union Arbitration Committee shall be convened for the purpose of deciding the matter.
6. The Postgraduate Students' Association-Union Arbitration Committee shall comprise of 3 Postgraduate Students' Association nominees and 3 Executive nominees along with at least one and not more than five neutral parties, one of whom shall chair this committee. All neutral parties shall be agreed by both the Executive and the Postgraduate Students' Association.
7. A representative of the Postgraduate Students' Association shall be a member of the Executive
8. A representative of the Union shall be a member of the Postgraduate Students' Association Executive or equivalent.

**Article 15. President of the Postgraduate Students' Association**

1. The President of the Postgraduate Students' Association shall have complete autonomy in his/her representation of postgraduate students on University committees of which he/she is a member and any other forum concerning postgraduate students.
2. The President of the Postgraduate Students' Association shall manage the Postgraduate Centre and the Postgraduate Students' Association Office contained within.

**Article 16. Postgraduate Students' Association Financial Matters**

1. As recommended by the Higher Education Authority, two-thirds of postgraduate student capitation shall be given to Union Clubs and Societies.
2. Funding for the Postgraduate Students' Association shall come from postgraduate student capitation directly from the University to the Postgraduate Students' Association.
3. Postgraduate Students' Association funding shall be used to fund
  - 1° Postgraduate Student Association President
  - 2° Activities of the Association
  - 3° Remuneration of the Union for services as agreed in Schedule 2 – Memorandum of Understanding between the Postgraduate Student Association and the Union

# Executive

## Article 17. Executive

1. There shall be an Executive elected by the members of the Union and other bodies subject to this Constitution
2. The following shall be the voting members of the Executive:
  - 1° President
  - 2° Deputy President / Welfare Officer
  - 3° Vice President / Education Officer
  - 4° Vice President / Campaigns and Services Officer
  - 5° Vice President / Communications Officer
  - 6° Community Relations Officer
  - 7° Equality Officer
  - 8° Chairperson of Council
  - 9° Council Officers Faculty Officers' Representative
  - 10° Clubs Officer
  - 11° Societies Officer
  - 12° Postgraduate Students' Association Executive Nominee
3. The following shall be non voting members of the Executive
  - 1° First Year Representative
  - 2° Secretary General
4. The Executive shall have the power to grant participant and observer status on any person required for the furtherance of the business of the Executive
5. The President (or Deputy President in his/her absence) shall chair all Executive meetings.
6. Executive shall meet at least 10 times per semester.
7. At least 3 University days' notice shall be provided to all Executive members before ordinary Executive meetings during semester
8. At least 2 hours' notice shall be provided to all Executive members before extraordinary Executive Meetings during semester

9. At least 7 days' notice shall be provided to all Executive members before Executive meetings outside semester.
10. The quorum for all Executive Meetings shall be a qualified majority of all Executive voting members
11. Where a quorum cannot be reached for an Executive meeting outside semester, the President shall organise, at Union expense, an alternative meeting type, such as a conference call or an online meeting.
12. All decisions made by Executive shall be made by a qualified majority of all the Executive voting members present.
13. All motions passed by the Executive shall specify the person who is to be responsible for their implementation.
14. The Executive shall have the authority to initiate policy and present it to Council.
15. The Executive shall have the authority to recruit and dismiss staff subject to employment legislation.
16. The Executive shall act as Treasurer for the Union.
17. The Executive shall adopt the principle of a collective responsibility and although each member shall be responsible for their own particular areas this shall in no way exclude these areas from discussion or decision by Executive.

## Commission of Arbitration

### Article 18. Commission of Arbitration

1. There shall be a commission of arbitration, hereafter known as the Commission, whose role is to make judgements on:
  - 1° Aspects of Union policy
  - 2° Disputes that arise between Officers of the Union, Union members, Union working groups, Council
  - 3° The interpretation of the Constitution.
2. Membership of the commission shall be:
  - 1° The Deputy Chairperson of Council;
  - 2° Two nominees of Council;
  - 3° One external nominee of Executive;
  - 4° Two nominees of Clubs and Societies Council;
  - 5° One nominee of Postgraduate Students' Association.
3. The quorum for Commission meetings shall be four members of the Commission.
4. The term of office of the Commission shall be from the fourth week of the autumn semester for a period of one year.
5. Members shall declare any conflict of interest and shall be excused for the meetings relating to that case. The nominating body of the excused member shall replace the member for the duration, and meetings, of that case.
6. In the case where members of the Commission do not declare any conflict of interest and where such conflicts of interest are found to exist, the decisions of the Commission regarding that case shall automatically be deemed null and void and their membership of the Commission shall cease.
7. Members of the Commission shall resign their post where they are elected to any position on the Executive.

### Article 19. Commission Officials

1. The Chairperson of the Commission shall be the Deputy-Chairperson of Council.

2. If the Chairperson of the Commission is not available, then the Commission shall elect an alternative Chair for that meeting.
3. A member of the Commission, except the Chairperson of the Commission, shall be deemed to have resigned upon the presentation of a letter of resignation to the Chairperson of the Commission and to their nominating body.
4. The Chairperson of the Commission shall be deemed to be resigned upon their resignation as Deputy Chairperson of Council.

**Article 20. Commission Proceedings**

1. The Commission shall have the right to decide whether cases are held in public or private.
2. The Commission shall have access to all Union documentation that it feels necessary for deciding the outcome of the case.
3. The Commission shall have access to the Union Solicitor for clarification on points of Law.
4. The Commission shall have access to the Union Secretariat for recording all of the Commission proceedings
5. Access to Commission minutes shall be restricted to:
  - 1° Current Commission Members
  - 2° Previous Commission Members for Minutes from their term of office
  - 3° Current Sabbatical Officers, once 6 months has passed since the date of ruling
6. Hearings may be requested in writing to the Chairperson of the Commission by:
  - 1° Affected Parties
  - 2° Council
  - 3° Executive
  - 4° The President
7. The Commission shall deliberate and come to a simple majority (of all Commission members) ruling on all cases.
8. All decisions of the Commission are final.

9. Commission reports and judgements shall maintain confidentiality of all confidential material sought and presented to them.

# Electoral and Referenda Board

## Article 21. Electoral and Referenda Board

1. There shall be a Electoral and Referenda Board to oversee the running of Elections and Referenda of the Union
2. Membership of the Electoral and Referenda Board shall be:
  - 1° One nominee of Council;
  - 2° One nominee of Clubs and Societies Council;
  - 3° One nominee of Postgraduate Students' Association;
  - 4° One nominee of Executive;
  - 5° One Sabbatical Officer not seeking re-election.
3. Should no Sabbatical Officer qualify, Council shall nominate a second representative for membership of the Board.
4. No member of the Electoral and Referenda Board may be seeking or involved in the election or referendum for which it has be established
5. The Electoral and Referenda Board shall, from its number, select a chair.
6. The Returning Officer shall have participant status on the Electoral and Referenda Board.
7. The Electoral and Referenda Board shall be in place at least two days before the close of nominations for any given election.
8. The Electoral and Referenda Board shall be in place at least two days before the Referendum wording is posted.
9. The Electoral and Referenda Board shall implement the election rules and regulations in accordance to this constitution, through the Returning Officer.
10. The Electoral and Referenda Board may invite the Secretary General to assist in the auditing of the accounts of each campaign.
11. The Electoral and Referenda Board shall have the power to discipline any member of the Union who:

- 1° Breaks the election or referendum regulations
  - 2° Obstructs members of the Electoral and Referenda Board in furtherance of their duties
  - 3° Disobeys a legitimate instruction from the Electoral and Referenda Board
  - 4° Obstructs a candidate or a candidate's agent or members of a referendum campaign in their campaigning for an election or referendum
  - 5° Publishes defamatory material
12. Disciplinary powers of the Electoral and Referenda Board shall be:
- 1° Public reprimand
  - 2° Expulsion from hustings
  - 3° Withdrawal of Union electoral assistance
13. Appeals may be made against disciplinary actions of the Electoral and Referenda Board to the Commission

# Class Representatives

## Article 22. Class Representatives

1. Class Representatives shall be elected by and from the members of each Class
2. Every student is eligible to stand as a Class Representative for their Class.
3. A candidate as a Class Representative for a Class shall be proposed by two and seconded by eight students of that class or a majority of the class, should there be less than 12 members in the class.
4. The number of Class Representatives for each class shall depend on the number of students in the class as follows:

1° 1-25 students	:	1 class representative
2° 26-50 students	:	2 class representatives
3° 51-100 students	:	3 class representatives
4° 101+ students	:	4 class representatives
5. The close of nominations for the unfilled positions of Class Representative shall be four days before each ordinary Council meeting
6. Should elections be required, the timing of such elections shall be organised three days before each Council meeting and, where possible, these elections shall be held before Council is convened
7. Once a nominated Class Representative is deemed elected, they are not subject to Article 22.5. and Article 22.6. for the remainder of the academic year except in cases regarding to Article 22.15. , Article 22.16. and Article 22.17.
8. The term of office of a Class Representative shall cease at the first closing of nominations in the autumn semester, save in the instances where the Class Representative is on External Placement
9. A training seminar for Class Representatives shall be organised by Executive early in the autumn semester.
10. The purpose of the training seminar shall be:

- 1° To instruct and train Class Representatives in their duties and responsibilities;
  - 2° To brief them on all aspects of the Union;
  - 3° To brief them on Union policy.
11. The Class Representatives for each class shall co-operate in acting for their class
  12. Each Class Representative shall represent the interests and views of his or her Class on the Council and keep them regularly informed on the proceedings of the Council.
  13. Class Representatives shall keep their Class in touch with the business of the Union and should form Class Committees to help share the workload where appropriate.
  14. A majority of a class shall have the right to mandate and instruct their Class Representative in their fulfilment of their duties save in instances that would be in breach of Union policy
  15. A Class Representative, except those on external placement, shall be deemed to have resigned if they miss two consecutive Council meetings without apologies.
  16. Any Class Representative may be recalled by their class by simple majority vote at a class meeting provided:
    - 1° A week's notice is given and;
    - 2° The meeting is chaired by a member of the Executive.
  17. Any Class Representative may resign by giving one day's notice to their class and the Chairperson of Council
  18. Should a Class Representative position become vacant the Chairperson of Council shall instruct the Vice-President/ Communications Officer to advertise the position

# Executive Officers

## Article 23. Executive Officers

1. All members of the Union shall be entitled to vote in and stand for elections for the directly elected positions of the Executive.
2. It shall be the responsibility of all the outgoing officers, if requested, to make themselves available to all candidates for all the positions - for information purposes.
3. Outgoing Executive Officers shall write a summary of their year's endeavours and place it into the Union archive.
4. No person shall hold more than one Executive post at one time
5. No Executive Member shall be a Class Representative with the exception of the Chairperson of Council, the Council Officers Faculty Officers' Representative and the First Year Representative.
6. Executive members who are on external placement as part of their studies shall resign from their posts should the placement interfere with their attendance at Executive meetings.
7. Candidates for directly elected non-sabbatical posts shall be proposed by five Union members and seconded by another fifteen Union members
8. The elections for directly elected non-sabbatical posts shall be held before or during the 3rd week of the Autumn Semester.
9. An Executive member may resign or shall be deemed to have resigned if they miss without apologies:
  - 1° One General Meeting
  - 2° Two consecutive Council meetings
  - 3° Two consecutive Executive meetings
10. Where any Executive Officers vacate any of their respective positions voluntarily or otherwise, a new election shall be held for that position within three University weeks.

11. Every directly elected Executive Officer shall be liable to be removed from office on a proposal to that effect approved by a Referendum.
12. Where such a proposal is approved it shall take effect upon the declaration of the Returning Officer.
13. The resignation of a directly elected executive officer shall only take effect upon notification of the same by letter to the Union solicitors. Notification of acceptance of the resignation shall not be necessary.
14. Each directly elected Executive Officer shall ensure that his/her manifesto for office is displayed on a notice board in the Union for the full duration of his/her term of office. They shall also display on his/her door their contact details and office hours, including hours when they shall be available to take personal queries and cases.
15. Each Executive Officer shall seek to be an ex- officio member of all committees pertaining to their officership.
16. Each Officer shall be spokesperson for the Union in matters pertaining to his/her Executive responsibilities and shall speak on behalf of the executive on such matters
17. Each Executive Officer shall make monthly deposits in a union archive of all relevant proposals, submissions, correspondence, campaign literature and documentation, including minutes of University committees.

**Article 24. Community Relations Officer**

1. The Community Relations Officer shall research and co-ordinate specific projects with a view to improving links and relations with all sectors of the community.
2. The Community Relations Officer shall also liaise with any committees, working parties or authorities dealing with Union/Community Relations.

**Article 25. Equality Officer**

1. The Equality Officer shall advise and aid in the development of the Union's Equality policy.

2. The Equality Officer shall be familiar with the affairs of groups on campus and shall also represent the interests of the members in matters relating to equal rights.

**Article 26. Clubs Officer**

1. The Clubs Officer shall advise and aid in the development and organisation of all clubs.
2. The Clubs Officer shall be familiar with the affairs of all clubs on campus and shall also be responsible for the development of new clubs on campus.
3. The Clubs Officer shall sit on the Club and Societies Executive.

**Article 27. Societies Officer**

1. The Societies Officer shall advise and aid in the development and organisation of all societies.
2. The Societies Officer shall be familiar with the affairs of all societies on campus and shall also be responsible for the development of new societies on campus.
3. The Societies Officer shall sit on the Club and Societies Executive

# Sabbatical Officers

## Article 28. Sabbatical Officers

1. The posts of President, Deputy President/Welfare Officer, Vice President/Education Officer, Vice-President/Communications Officer and Vice President/Campaigns and Services Officer shall be full-time waged positions.
2. This wage shall be reviewed annually by a General Meeting.
3. Candidates for sabbatical posts shall be proposed by 20 and seconded by 40 members.
4. The election for the sabbatical officers shall be by Friday of week nine of the spring semester.
5. No sabbatical officer may hold the same post more than twice.
6. The Sabbatical Officers shall take up office on the first of July following their election.
7. Sabbatical Officers Elect shall have a paid two-week induction period commencing two weeks before taking up office. In addition there shall be a one week paid period immediately following this induction period, in which the outgoing officer shall shadow and offer assistance to the incoming officer. However, it is desirable that in the interim between election and taking office, Sabbatical Officers Elect shall make every effort to shadow their incumbent and familiarise themselves with Union affairs without compromising their studies.
8. All Sabbatical Officers shall vacate office on the 15<sup>th</sup> of June but shall make themselves available to the auditors, if and when requested to do so.
9. Sabbatical Officers shall be subject to having set proportions of their wages withheld by Council. Thus Council may fine Sabbatical Officers 15 per cent, 30 per cent, or 45 per cent, or their wages for a period of one month. A first written warning shall accompany the imposition of such a fine.
10. The following vote at a Council Meeting shall be required:

- 1° For a 15 per cent fine a vote in favour by two thirds of all Council Members,
- 2° For a 30 per cent fine a vote in favour by three quarters of all Council Members,
- 3° For a 45 per cent fine a vote in favour by four fifths of all Council Members.

11. Moves to impose such fines shall be entered at the previous Council Meeting.
12. These fines shall be imposed on the basis of gross and persistent non-fulfilment of duties.
13. The fines shall be returned to the Union Administrative Funds.
14. Each Sabbatical Officer shall be a signatory of the Union's bank and credit union accounts and chequebooks.

**Article 29.            President**

1. The President shall have five major areas of responsibility:
  - 1° Finance;
  - 2° Representation;
  - 3° Organisation;
  - 4° Co-ordination;
  - 5° Initiation of Policy.
2. The President shall represent the interests of the members in matters relating to all aspects of Union and shall as such directly oversee the management of the Union.
3. The President shall be responsible for the provision of a Clubs & Societies Administration.
4. The President, in conjunction with the Secretary General, shall be responsible for signing all agreements, contracts and other instruments which shall bind the Union on behalf of the Executive. No other such contracts shall be binding on the Students' Union.
5. The President shall discharge such duties as may be defined in legal or trust documents as being the responsibility of 'The President of the Union' or 'the Union', with the full knowledge of the Executive
6. The President, in conjunction with the Secretary General, shall be responsible for the administration and staffing of the Union.

7. The President shall be responsible for the co-ordination of Executive training and Union development.

**Article 30. Deputy-President/Welfare Officer**

1. The Deputy President/Welfare Officer shall deputise for the President in his/her absence.
2. The Deputy-President / Welfare Officer shall be responsible for the development, promotion and implementation of Union welfare policy.
3. The Deputy-President / Welfare Officer shall ensure the maintenance and improvement of non-academic services provided by the University
4. The Deputy-President /Welfare Officer shall strive to integrate all students into the campus community.

**Article 31. Vice-President/Education Officer**

1. The Vice-President/Education Officer shall be responsible for the development and implementation of the Union Education Policy;
2. The Vice-President/Education Officer shall be responsible for keeping the student body informed of the same.
3. The Vice-President/Education Officer shall be responsible for producing continual updated information on changes in the education system or changes within the University which are relevant to students
4. The Vice-President/Education Officer shall oversee the running of the class representative system.
5. The Vice-President/Education Officer shall administrate the Education Committee, as defined in Article 12.2.

**Article 32. Vice-President/Campaigns and Services Officer**

1. The Vice President/Campaigns and Services Officer shall be chiefly responsible for:

- 1° For co-ordinating the Union's campaigns and information drives, both internally and externally.
  - 2° For the organisation and marketing of Union services to relevant members.
  - 3° For the planning and administration of Union Services
  - 4° For the provision of a viable Entertainments Service
2. The Vice President/Campaigns and Services Officer shall represent the interests of the members in matters relating to all services offered by the Union and shall as such directly oversee services and trading
  3. The Vice-President/ Campaigns and Services Officer shall ensure the maintenance of all Union minutes and records.

**Article 33. Vice-President/Communications Officer**

1. The Vice-President/Communications Officer shall be responsible for all official publicity and publications
2. The Vice-President/ Communications Officer shall be responsible for the development and implementation of Union Communication Policy.
3. The Vice-President/ Communications Officer shall be responsible for liaising with other campus unions
4. The Vice-President/ Communications Officer shall be the official press officer of the Union.
5. The Vice-President/ Communications Officer shall ensure that up to date copies of the Constitution and Policies are available to Union members.

## Staff

### Article 34. Staff

1. All Full-Time, Part-Time and contract staff shall have written terms of employment and job descriptions. This shall be the responsibility of the Executive in accordance with employment legislation.
2. All staff shall ultimately be accountable to the Secretary General.

### Article 35. Secretary General

1. The Secretary General shall be a full-timed, salaried employee of the Union.
2. The Secretary General shall be accountable to the Executive.
3. The Secretary General, subject to the Executive, shall supervise staffing of the Union.
4. The Secretary General, subject to the Executive, shall be responsible, where appropriate, for drawing up of all staff contracts.
5. The Secretary General, subject to the Executive, shall have overall responsibility for administration, finances and implementation of Executive decisions related to the same.
6. The Secretary General shall be responsible for
  - 1° Insuring of Union property;
  - 2° Insuring of Union employees;
  - 3° Maintenance of Union Safety Statement
  - 4° Inventory of all Union assets;
  - 5° Management of Union contracts.
  - 6° Organisation of pay-roll for all employees and Sabbatical Officers of the Union
7. The Secretary General shall attend all General Meetings and may also attend Council, on request.

# Finance

## Article 36. The Budget

1. Each Union cost centre shall submit an estimate of expenditure for the following academic year by Week 10 of the Spring Semester.
2. The outgoing Executive with the incoming Sabbatical Officers shall set a provisional budget for the coming academic year based upon:
  - 1° Grants allocated for current and previous term of office;
  - 2° Audited expenditure for previous term of office;
  - 3° Estimate of expenditure for coming term of office;
  - 4° Union Strategic Goals.
3. Provisions shall be made in the annual budget estimates for sums of money to be set aside to meet supplementary grants through the Union Discretionary Fund, administered by the Executive, which shall be 2 per cent of the capitation fee income.
4. Executive shall consider all estimates in comparison with the Union's estimated income for the coming year and shall formulate the budget for the Union.
5. The budget shall be submitted to Council for ratification or for rejection but not for modification.
6. Should Council reject a budget, Executive shall revise the Budget and shall reconvene Council within two weeks for submission.
7. Executive shall set the overall level of subvention and capitation, negotiate this at the University Finance Committee and report the allocation to the Council and General Meeting.
8. In the autumn semester, the Executive shall formally allocate the finances of the Union to all the cost centres in accordance with the Budget.
9. Executive may amend the budget subject to ratification from Council.
10. No resolution or motion of Executive, Council, or General Meeting shall have effect unless the budget heading from which the expenditure is to be taken is

stated and according to the Secretary General, there remain sufficient funds to meet such expenditure.

11. The Executive shall not, during any given academic year, authorise recurrent expenditure of an overrun in excess of 5 per cent of income without Council approval
12. The Union shall retain a sum equal to 2 per cent of the total capitation fee annually as an accumulating reserve to meet unforeseen contingencies. This reserve shall only be used as collateral towards Union development.
13. A contribution from Union income streams shall be credited to the reserves in order to maintain their real value.
14. Only monies sourced from non-capitation income streams may be used for any charitable, civic or investment.

**Article 37. Financial Arrangements**

1. The Executive shall be responsible for the allocation and control of all Union funds subject to this Constitution.
2. All cheques issued by the Union shall be signed by one of the Sabbatical Officers and also by the Secretary General or Union Accountant.
3. The Secretary General shall be responsible for the handling of all monies within the Union.
4. The Executive shall supply written authorisation for any recurrent, capital or contractual expenditure above €1000 for any of the Union's activities to the Secretary General to ensure that due regard is given to Union cash flow.
5. The Executive, through the President and its Secretary General, shall incur contractual obligations on behalf of the Union in pursuance of the aims and objectives of Union policy.
6. The Secretary General shall be jointly responsible with the President for drawing attention to adverse fiscal trends.

7. No order shall be placed for goods and services unless accompanied by an Official Order Form, duly signed.
8. The Union shall reserve the right not to pay for goods or services unless ordered officially in which case payment would be the responsibility of the member placing the order.
9. Every member of the Executive, appointee or member of staff of the Union, shall be entitled to be indemnified out of Union assets against all losses or liability, damage or misfortune which he/she may sustain or incur in or about the execution of his/her office, providing that nothing in this clause shall affect their liability for the consequence of any negligent act on their part.
10. This clause shall only apply to those persons and those duties specifically authorised by a General Meeting, Council, the Executive, or the sabbatical officers acting within the terms of reference of this Constitution.
11. The accounts of the Union shall be audited by a qualified external auditor at the end of each financial year and presented at the Annual General Meeting.
12. The Union accepts no liability for overdrafts or debts incurred by Clubs, Societies, or individuals connected with or recognised by the Union.

**Article 38. Financial Statements**

1. The Executive shall be responsible for the presentation of annual audited accounts relating to the Union activities.
2. These shall consist of, as a minimum, a balance sheet, a profit and loss account, and supporting notes to the accounts as well as comparative figures from previous session's accounts.
3. The accounts shall be drawn up to the 30th of September each year.
4. Executive shall receive regular management accounts and financial statements from the Secretary General.
5. Council shall be given the details of all such accounts by the Secretary General at the first council meeting following the fifteenth of each month in which council ordinary meeting of council occurs.

6. Where financial reports are being presented to Council or General Meeting, such accounts shall be available for inspection two university days before the meeting, to ensure proper opportunity to have clarification sought.
7. Accounts shall be stated as part of the agenda as a separate item of business.

## Union Clubs and Societies

### **Article 39. Union Clubs and Societies**

1. The Union shall facilitate the establishment of Clubs and Societies
2. The Union recognises the autonomy of Clubs and Societies in the co-ordination of their activities, under the auspices of the Union.
3. For a club or society to be recognised by the Union, the following conditions shall be met:
  - 1° Shall be recognised at Clubs and Societies Council;
  - 2° Shall be in existence for a minimum of 15 Teaching Weeks;
  - 3° Shall have a minimum of twenty five members;
  - 4° Shall be open to all students and staff of the University;
  - 5° Shall have its own constitution specifically setting out its aims and objectives;
  - 6° Shall present accounts to the Clubs and Societies Executive as appropriate on request;
  - 7° Shall present an inventory as part of the budget application of goods directly owned and those held in trust belonging to the Union or other third parties.
  - 8° Shall have a Health and Safety policy document

### **Article 40. Clubs and Societies Council**

1. The Clubs and Societies Council shall consist of the Clubs and Societies Executive, and at least one liaison officer from each club and society.
2. The President shall appoint the Chairperson of Clubs and Societies Council.
3. The Clubs and Societies Council shall meet at least three times per semester.
4. No member may represent more than one recognised club or society at any one particular meeting.
5. At least three University day's notice shall be given by Clubs and Societies Executive for all Clubs and Societies Council Meetings.
6. Clubs and Societies Council may be called to session at the request of any of the following:

- 1° The President;
  - 2° A majority of the members of Clubs and Societies Executive;
  - 3° One third of the recognised clubs and societies.
7. All Clubs and Societies Council Meetings shall be quorate; the quorum being half the recognised clubs and societies plus one.
  8. Clubs and Societies Council shall have the right to determine Union Clubs and Societies policy.
  9. There shall be a Union Clubs and Societies Rulebook, which shall outline Clubs and Societies Council policies. Herein referred to as the "Clubs and Societies Rulebook"
  10. Clubs and Societies Council Meetings shall be run in accordance with the Standing Orders contained within the Clubs and Societies Rulebook.
  11. All clubs and societies shall be bound by the Clubs and Societies Rulebook.
  12. Clubs and Societies Council shall have the right to mandate the Clubs and Societies Executive and the Executive in matters relating to the running of clubs and societies.

**Article 41. Clubs and Societies Executive**

1. Clubs and Societies are represented on the Executive by a Clubs Officer and a Societies Officer, respectively
2. Both officers are elected by proportional representation by the Clubs or Societies delegates at the annual Clubs and Societies Administration Seminar.
3. There shall be a Clubs and Societies Executive, which shall consist of the following:
  - 1° The President or his/her nominee
  - 2° Clubs Officer
  - 3° Societies Officer
  - 4° At least three other representatives of Clubs and Societies, as elected in accordance with Article 41.5.
4. The following shall have participant status at Clubs and Societies Executive:

- 1° Union Clubs and Societies Development Officer;
  - 2° University Arts Officer;
  - 3° University Sports Administrator;
  - 4° Secretary General.
5. The Clubs and Societies Executive may grant participant and observer status on any other person to help in the furtherance of their duties.
  6. The Clubs and Societies representatives shall be elected by the Clubs or Societies delegates present at the Administration Seminar.
  7. The members of the Clubs and Societies Executive elected by Clubs and Societies may only be removed by Clubs and Societies Council as defined by the Clubs and Societies Council.
  8. The members of the Clubs and Societies Executive elected by Clubs and Societies may resign giving notification to the Chairperson of Clubs and Societies Council.
  9. On issues that exclusively relate to either Clubs or Societies, voting shall be restricted to the respective members of the Clubs and Societies Executive.
  10. On issues that affect both Clubs and Societies, all voting members of the Clubs and Societies Executive may vote on such issues.

**Article 42. Clubs and Societies Development Officer**

1. There shall be a Clubs and Societies Development Officer employed by the Union.
2. The Clubs and Societies Development Officer shall be charged with the furtherance of Article 2.3.
3. The Clubs and Societies Development Officer shall organise the Clubs and Societies Administration Seminar(s).
4. The Clubs and Societies Development Officer shall work with the Clubs and Societies Executive in promoting and developing Clubs and Societies.

**Article 43. Allocation of Funds**

1. All recognised Clubs and Societies shall compete on an equal basis for funds allocated by the Union.
2. No club or society may receive a budget without having completed, as a necessity, both the annual Clubs and Societies Seminars, which shall comprise of a financial and an information seminar.
3. Clubs and Societies Executive may decide at any time to withhold allocated funds from a club or society, subject to ratification by Clubs and Societies Council.
4. If a club or society fails to meet its expenditure target without adequate written explanation to the Clubs and Societies Executive, the differential shall be reallocated by Clubs and Societies Executive to other clubs and societies respectively, in accordance with procedures agreed by Clubs and Societies Council.
5. All money not claimed by individual clubs and societies shall be kept in the Clubs/Societies cost centre and reallocated to clubs and societies in the following year's budget.
6. Recognised Clubs and Societies shall submit budgets to Clubs and Societies Development Officer using the established procedures as agreed by the Clubs and Societies Council.
7. The Clubs and Societies Executive shall allocate funds to every club and society using the established procedures as agreed by the Clubs and Societies.
8. A portion of the annual Clubs and Societies funds shall be retained as the Special Applications Fund.
9. Applications to this fund shall be submitted to the Development Officer, as appropriate, in accordance with the Clubs and Societies Rulebook
10. Allocations shall be made at the discretion of the Clubs and Societies Executive using the established procedures as agreed by the Clubs and Societies.
11. A portion of the annual Clubs and Societies funds shall be retained for administration purposes.

12. The President shall present the annual budget for the following academic year to Clubs and Societies Council during the spring semester. This budget shall include administration costs, proposed total budgets for Clubs and Societies and proposed total special applications fund.

# Elections

## **Article 44. Election Procedures**

1. All elections shall be by a secret ballot and by the system of proportional representation by single transferable vote as governed by the Oireachtas for Dáil elections.
2. Council shall set the election date, with the exception of Class Representative Elections.
3. Executive shall appoint the Returning Officer for each election and referendum.
4. The Returning Officer shall
  - 1° Co-ordinate all aspects of the election or referendum
  - 2° Be responsible for the hiring and coordination of all election or referendum staff
  - 3° Operate under the direction of the Board of Elections and Referenda
  - 4° Oversee the count and announce the official results of the elections
  - 5° Place all election results in the Union Archive
5. The Vice-President/ Communications Officer shall, under the direction of the Board of Elections and Referenda, advertise that nominations are being sought, the date of close of nominations and the polling date for each election.
6. All decisions regarding enforcement of regulations, bye laws and spoiled votes shall be binding on all parties and shall be made by the Returning Officer on the direction of the Electoral and Referenda Board after consultation with the campaign manager(s) concerned.

## **Article 45. Election Nominations**

1. The nomination period for all Union elections, save Class Representative Elections, shall be five University days.
2. The election of all positions, save Class Representatives positions, shall take place on the fourth University day after the close of nominations.

3. A member may not propose more than one candidate to the same position for a given election.
4. A nominated candidate cannot nominate anyone to the same position that he/she is running for.
5. The Official nomination papers shall contain, as well as the required number of proposers and seconders, the candidate's name as registered with the University, ID number, Course, and, in the case of directly elected members of the Executive, the name of the candidate's Campaign Manager.
6. Once a candidate signs his/her official nomination papers, it is assumed that the candidate has read the accompanying job description and contract.

**Article 46. Electoral Spending**

1. The Union shall provide limited electoral assistance to each candidate as agreed by the Executive.
2. It is an offence for any candidate to be in receipt of sponsorship, gifts or a benefit-in-kind from vested commercial, political or outside interests.
3. If the candidate is found to have breached the provisions of this Constitution, she/he shall be disqualified immediately by the Returning Officer on the order of the Electoral and Referenda Board. This decision is may be referred to the Commission for appeal.

**Article 47. Election General**

1. Where an election is in progress under this Constitution, the Returning Officer under the direction of the Electoral and Referenda Board may, at his or her discretion, make such regulations as may be appropriate to govern the canvassing or other activities of candidates or their agents in seeking election.
2. All hustings or public debates with or between candidates or interested parties in an election or referendum held by the Union shall be convened by the Electoral and Referenda Board, subject to the direction of the Returning Officer, and shall be chaired by his/her nominee.

**Article 48. Election Materials**

1. Nothing shall be published unless it is accompanied by the clear insertion "Issued By "Name of Campaign Manager", Campaign Manager for "Name of Candidate"", so it is clearly identifiable from where the material is coming.
2. The Returning Officer shall, where possible, make it public knowledge where any defamatory material is coming from.
3. All election material shall be approved by the Returning Officer under the guidelines laid out by the Electoral and Referenda Board.

**Article 49. Polling**

1. Polling stations shall be situated in areas giving greatest convenience to members and shall open between 7am and 11am and shall close between 7pm and 9pm, having remained open for a duration of at least ten hours.
2. The location of the polling stations shall be decided by the Electoral and Referenda Board and be published by the Vice-President/ Communications Officer in advance of Polling Day.
3. No other polling station can be opened other than those on campus authorised by the Electoral and Referenda Board.
4. No canvassing shall take place on polling day within a 10-metre radius of any polling booth.
5. In any election, voters shall produce a University ID Card before being allowed to vote. Only a University ID Card or a letter from the University Administration confirming student status shall be accepted as authentication of a student's ID number.

**Article 50. Election Count**

1. The counting of votes shall take place immediately after the closing of the polling stations.
2. The only people allowed within the designated area of the count shall be the Returning Officer, the Electoral and Referenda Board, their staff, plus the

Campaign Manager for each of the declared candidates for that particular count.

3. The counting procedures shall be in accordance with the procedures for elections to Dáil Éireann as governed by the Oireachtas: ascertaining total poll, valid poll, and quotas for each position.
4. The order of the count for Sabbatical Elections shall be Vice-President/Communications Officer, Vice President/Campaigns and Services Officer, Vice President/Education Officer, Deputy President/Welfare Officer and President, with the official results being declared by the Returning Officer after each count.
5. Campaign Managers have the sole right to call a recount on behalf of their candidate up to six hours after the result of the count has been announced.
6. The Returning Officer alone shall make the decision as to when the recount shall take place.
7. A Recount shall take place within one University day of the official results being declared.
8. A space adjacent to the designated area of the count shall be reserved for tally persons.

# Interpretation

## **Article 51. Interpretation**

1. It shall be the role of the President to interpret the Constitution.
2. Constitutional interpretations may be referred to the Commission by any member.

# Standing Orders

## Article 52. Standing Orders - Meetings

1. Standing orders in this Constitution may not be suspended.
2. A copy of the Standing Orders shall be available at each meeting.
3. Each speaker shall address himself/herself solely to the Chairperson.
4. The Chairperson shall ensure, wherever practicable, that speakers for and against the question under discussion address the meeting alternately.
5. Whenever the Chairperson speaks, he/she shall be heard in silence and any other member shall, at once, cease speaking.
6. The Chairperson may leave the Chair at any time to contribute to the debate but may not return before the end of that agenda item.
7. The Chairperson shall have a casting vote.
8. If the Chairperson is unwilling to exercise a casting vote, the motion may be put again or declared, 'Not carried'.
9. The Chairperson shall have general responsibility for ensuring that discussion is conducted in an orderly fashion and that speakers are not interrupted except as provided for in these standing orders.
10. The Chairperson shall ensure that speakers adhere to the motion when speaking.
11. Every motion or amendment which shall be proposed or any report given, shall thereafter be open for discussion.
12. The proposer shall have the right to reply immediately before a vote is taken, but may not then introduce fresh subject matter.
13. Only one motion, report, or amendment to a motion may be before the floor at any one time.
14. Amendments to a motion shall be relevant to it and form an intelligible unit with it. They may not seek to negate it directly.

15. Before any vote is taken at a General Meeting, a quorum count shall be taken.
16. If an amendment is carried or accepted, the original motion incorporating the amendment shall become the main motion to which further amendments may be moved.
17. If, at any time, there is no discussion, the Chairperson may inquire whether there is any opposition and, if not, shall declare the motion carried.
18. The following procedural motions may be moved:
  - 1° A motion that the question now be put;
  - 2° A motion that the question not be put;
  - 3° A motion to postpone or adjourn the matter to a later specified time or meeting;
  - 4° A motion to refer the matter to the Executive or to any other specified body for examination or report;
  - 5° A motion of no confidence in the Chairperson;
  - 6° A challenge to the Chairperson's ruling;
  - 7° A motion that an item be voted on in parts
19. Procedural motions shall require a seconder.
20. Procedural motions may not be proposed while any member is speaking on a point of order or during the act of voting.
21. The Chairperson may refuse to put any procedural motion if one of similar effect and related to the same subject matter has been defeated within the previous fifteen minutes.
22. The proposer of a procedural motion should speak in favour of the motion for no longer than five minutes followed by one speaker against the procedural motion for five minutes. It shall then be put to a vote.
23. The proposer of the main motion under discussion shall have priority in speaking against the procedural motion except in the case of procedural motions Article 52.18. 5° and Article 52.18. 6° where the Chairperson shall have priority.
24. When Article 52.18. 5° or Article 52.18. 6° are proposed, the Chairperson shall leave the Chair until it is determined. If Article 52.18. 6° is carried, the Chairperson shall resume the Chair but shall not give a ruling in accordance with the procedural

motion. If Article 52.18. 5° is carried, the Chairperson to whom it relates shall not take the Chair for the remainder of that meeting.

25. When Article 52.18. 1° is carried the Chairperson shall immediately allow the proposer of the main motion to sum up and reply and then put the main motion to a vote.
26. Amendments may not be proposed to procedural motions except in respect of the element of time in Article 52.18. 3° or in respect of the body to which the matter is referred to in Article 52.18. 4°. No procedural motion may be moved in respect of another procedural motion.
27. A point of order shall have precedence over all other business except the act of voting (unless it refers to the conduct of the vote).
28. A point of order may be raised by any member it provided that he/she raises the point immediately and states that he/she is raising 'on a point of order'.
29. A point of order shall relate only to the procedure adopted or to the conduct of the meeting.
30. A point of information may be raised at any time except during a point of order or the act of voting, provided that the speaker states that he/she is rising on a 'point of information'.
31. The speaker on the floor may accept or refuse a point of information and if the speaker refuses, the person offering the point of information shall immediately stop speaking.
32. A point of information shall consist of brief and relevant information offered to or asked from the speaker.
33. Voting shall be by a show of hands unless otherwise called for.
34. The Chairperson shall then declare the result.
35. Decision shall normally be by simple majority.
36. The Chairperson, if requested by any member of the meeting, may appoint tellers if necessary.

**Article 53. Standing Orders – Hustings**

1. The candidates for each position shall hust in the order of the count.
2. Candidates shall have equal time for their main speech and no less than a third of that time for summing up.
3. Order of speeches shall be alphabetical save for the summing up which will be in reverse order.
4. Questions from the floor must be addresses to all candidates for a particular position.
5. Candidates shall answer questions alternately, with a different candidate having to answer first each time.
6. Points of information shall be suspended for the speeches.
7. Parliamentary language shall be observed throughout the hustings.

## Schedule 1 – Policies

Finance Statement – 2004

Final Year Project – 2005

Equality – 2006

Car Parking – 2006

Bouncer – 2006

H Dip – 2006

Environmental - 2006

Polasaí an Datheangachais - 2006

Alcohol – 2006

Alcohol Guidelines – 2006

IBTS – 2006

I Grade – 2006

## **Schedule 2 – Memorandum of Understanding between the Postgraduate Students’ Association and the Union**

*Agreement between University of Limerick Postgraduate Students’ Association (PSA) and University of Limerick Students’ Union (ULSU) so as to further the interests of the student body at UL and harmonise and formalise the working relationship between the two bodies. In addition this agreement sets out the funding arrangements and division of postgraduate student capitation between PSA and ULSU so as to comply with the constitutions of PSA and ULSU.*

### ***I. Working relationship***

- 1. In order to promote and encourage dialogue between the PSA and the SU, there shall be an open exchange of information on matters pertaining to the student population.*
- 2. Position specific information shall be shared between the relevant PSA and SU officers.*
- 3. The PSA, through its representative on the SU exec, shall strive to promote the view of the PSA so as to ensure that all SU decisions are made in the interest of the whole student body.*
- 4. The SU, through its representative on the PSA exec, shall endeavour to put forward the views of the SU so that fully informed decisions can be made by the PSA.*

### ***II. Financial agreement***

#### **In principal:**

1. The PSA should be funded directly from the capitation contribution of postgraduate students.
2. The PSA should make a contribution from postgraduate student capitation to UL clubs and Societies.
3. The wages of the PSA president should come directly from Postgraduate student Capitation.
4. PSA should make some financial contribution to the ULSU in order to maintain use of ULSU resources both in terms of use of ULSU facilities and access to officers.
5. The PSA shall present audited accounts to the University to show the expenditure of the Postgraduate Capitation money by the end of each Calendar Year.

#### **Detail:**

1. The PSA should be funded directly from the capitation contribution of postgraduate students.

The PSA and ULSU agree that UL PSA should receive the total amount of postgraduate student capitation money from the University of Limerick because it is the organisation mandated by postgraduate students to represent their interests and safe guard the appropriate expenditure of their capitation fee.

2. PSA should make a contribution from Postgraduate Student Capitation to UL Clubs and Societies.

At the time of this agreement 2/3's of all student capitation goes to fund Clubs and Societies. There is a small administrative overhead taken by ULSU from this but almost all this money goes into Clubs and Societies.

PSA and ULSU agree that this amount of 2/3's of capitation should remain. PSA shall direct 2/3's of the capitation money it receives from UL to the ULSU to administer on behalf of UL Clubs and Societies. This is because ULSU already has personnel and systems in place to administer this money and there is at the time of this agreement satisfaction among postgraduates as to how the ULSU administers club and society money. The PSA and ULSU agree that the PSA's contribution to Clubs and Societies should be transferred to the ULSU within 10 working days of the PSA receiving the money from UL.

3. The wages of the PSA president should come directly from Postgraduate Capitation.

It is agreed that the PSA shall undertake to register as an employer and pay the PSA president's wages and satisfy all tax requirements as an employer. This means the PSA president is an employee of the PSA.

4. The PSA should make some financial contribution to the ULSU in order to maintain use of ULSU resources both in terms of use of ULSU facilities and access to officers.

The contribution of postgraduate students to the ULSU is to come from the postgraduate students' capitation fee. This contribution is based on the division of the postgraduate capitation money after the president's wages and clubs and societies portions and a minimum expenditure figure for the PSA have been subtracted.

2/3 going to clubs and Societies leaves 1/3

Out of this 1/3 of Postgraduate capitation comes the PSA president's wages.

It is agreed between the UL PSA and ULSU that €5,000 is a reasonable minimum for the PSA to consume in addition to the presidents wages. Out of 1/3 of capitation less wages, €5,000 shall remain with the PSA undivided. The remainder of the money shall be split in the ratio of 2:3 in favour of the PSA.

5. The PSA shall present audited accounts to the University to show the expenditure of the Capitation funds by the end of each Calendar Year.

The PSA expenditure of Postgraduate capitation funds shall be presented to the university. Appropriate accounting procedures shall be put in place to keep account of PSA expenditure.

For all subsequent years the above agreement holds.

**Signed on behalf of PSA**

**Signed on behalf of ULSU**

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Maria McHale  
President

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Fintan Breen  
President

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Tim Treacy  
Deputy President

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Karen Ryan McNamara  
Secretary General

Date: 31/05/2006

## Schedule 3 – Amendments to the Constitution

## Schedule 4 – Enactment

1. This version of the Constitution supersedes all previous versions relating to the University of Limerick Students' Union or its predecessors, however called and all previous Constitutions or versions thereof are hereby revoked.
2. Affiliations, contracts and agreements and appointments of auditors made under previous versions of the Constitution are carried forward into this version.
3. This version of the Constitution, excepting those changes listed below, shall come into force at 04.12 on the morning following the Union General Meeting with regard to it; the date and time at which this takes place shall be noted here : UGM Held at 6.15pm in the Stables Club on 15<sup>th</sup> March 2006.
4. Changes which affect Sabbatical Officer Duties, Functions, Roles, and Titles shall come into force for the sabbatical positions of the Academic year 2006/2007.
5. Changes to the position of Student Teacher Officer shall come into force at the start of the Academic Year 2006/2007.
6. All policies, with the exception of those listed in Schedule 1 are hereby revoked, unless said policies were ratified by referendum
7. Council is hereby granted the power to edit spelling and grammar errors within this constitution so long as this editing does not edit the meaning or spirit of the constitution. This power shall cease at the end of the academic year 2008/2009.

## Schedule 5 – Referenda and Results

Year	Provision	Turnout	Result
1989	Provide Abortion Information	?	YES
1991	Disaffiliate from USI	?	YES
1994	Endorse Repeats	3,500	YES
1995	Funding of Student Centre	1,800	YES
2001	Banning of Nescafe	2,300	YES
2001	Affiliate to USI	700	NO
2002	Constitution may only be amended by Referendum	1,800	NO
2003	Funding of Boathouse	3,000	YES
2005	Ban CocaCola Products	1100	NO