

Aontas na Mac Léinn, Ollscoil Luimnigh

BUNREACTH



University of Limerick Students' Union CONSTITUTION

CONSTITUTION Articles Amended
4th March 2014
25th Feb 2015
17th Feb 2016

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 and General Meeting. Student Council may amend Constitution schedules and appendices by Qualified Majority.

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 held by the Student Council Secretary.

Article 1. Name and Status

1. There shall be a students' union in the name of Aontas na Mac Léinn, Ollscoil Luimnigh and in English University of Limerick Students' Union, herein referred to as 'the Union'.

Article 2. Aims and Objectives

1. To advance the education of its members of the University of Limerick as a whole.
2. To promote and actively pursue the betterment of the welfare of its members.
3. To represent the interest of its members and act as a channel of communication in dealing with the University and other bodies.
4. To promote, encourage and facilitate student Clubs and Societies equally.

5. These aims and objects shall be practiced without discrimination on the grounds of age, sex, race, religion, creed, sexual orientation, disability or medical condition, except that action may be taken to promote equality of opportunity.
6. The Union shall practice the above aims and objectives independent of any political party or religious organisation.

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.
4. 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. Honorary Membership may be conferred by Student Council to persons with a clear and tangible association with the Union. Honorary members shall be entitled to the same rights as ordinary members with the exception of the right to vote or stand for election.

Article 4. 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. Subject to this constitution, the powers of government of the Union shall be vested in, and exercised by the organs established by this Constitution; namely in descending order of authority:

- 1° Referendum
- 2° General Meeting
- 3° Student Council
- 4° Management Committee and Executive

Article 5. Referendum

1. A Referendum shall be of all members and shall be the supreme authority on all matters relating to the government of the Union.
2. A Referendum shall be held on any issue, if
 - 1° Student Council or General Meeting decides by a two thirds majority to call a referendum or
 - 2° a petition of at least 200 students who are members
3. The Student Council shall be responsible for approving the terms of Referenda motions on the recommendation of the Executive.
4. The rules and regulations for the Referendum shall be outlined in schedule 1 (Election Regulations) of this Constitution and shall not be in conflict with the aims and objectives of the Union.
5. The result of a Referendum will take priority over any existing Union policy on the same issue and the constitution will be updated according to reflect the amendment to the Constitution passed (if applicable). In addition after all Referenda, Appendix 3 (List of Referenda and Results) of this Constitution will also be updated with the Referendum results.

Article 6. General Meeting

1. A General Meeting of the membership of the Union shall, subject to the provisions of this Constitution, have the power to overrule and annul, either wholly or partly, any decision, resolution or any expression by any other organ of the Union, except referenda, and to establish policy binding on any other organ of the Union, except Referenda, providing that no such decision shall have retrospective effect.

2. There shall be General Meetings of the Union, the duties and regulations of which shall be defined by schedule 3 (Meeting Regulations) of this constitution and shall not be in conflict with the aims and objectives of the Union.
3. The quorum for a General Meeting shall be 100 members.
4. A General Meeting shall be called by the Chairperson of Student Council on receipt of a written request from any of the following:
 - 1° Executive
 - 2° Student Council
 - 3° 200 or more members of the Union, by way of petition

Article 7. Student Council

1. The Student Council, hereafter known as Council, shall be the supreme decision making body of the union, except for a decision that is made in a Referendum or General Meeting. It shall also raise issues that are of concern to its members to the senior management team of the University.
2. Council shall have the power to mandate the Executive.
3. The membership of the Council shall be made up of the following categories:
 - 1° The Department Representatives
 - 2° The Interest Group Councillors
 - 3° Chair of Student Council (casting vote)
 - 4° The voting members of the Executive
4. All Union members shall have Participant status at Council, but can be asked to leave at the request of the Chairperson. Council may grant Participant or Observer status on any other person as deemed appropriate.
5. The Council members shall be elected in Semester two from among the members of the Union in their constituencies in accordance with schedule 1 (Election Regulations) of this Constitution for the following academic year. They will serve as members of the Council from the 1st of June to the 31st May of the following year. Council members would be deemed resigned if they miss two consecutive Council meetings without sending apologies.

6. The procedures for the election of the Student Council members shall be outlined in schedule 1 (Election Regulations) of this Constitution and may not be in conflict with the aims and objectives of the Union.
7. The role and functions of Student Council shall be to:
 - 1° Set policy of the Union
 - 2° Amend the schedules and appendices as appropriate
 - 3° Instruct and hold accountable the Executive on their work
 - 4° Monitor and discuss the events and decisions of the University's decision making bodies and to raise concerns of members to the student representatives and senior management team.
 - 5° Approve council guidebook and update it annually
8. Council may establish committees of Council as necessary. Council shall have two standing committees; the Finance Committee and Executive Oversight Committee.
9. The Chairperson of Council will chair the meetings according to the standing orders outlined in schedule 3 (Meeting Regulations) of this Constitution.
10. The quorum for all Council meetings shall be a simple majority of Council members. Each Council member shall have one vote except for the President, the Deputy President Welfare, and the Vice President Academic who shall not be entitled to vote at Council meetings and, unless otherwise specifically provided for in this Constitution, voting at Council shall be by simple majority of members present and voting.
11. The procedures for arranging a Council meeting shall be outlined in schedule 3 (Meeting Regulations) of this Constitution and may not be in conflict with the aims and objectives of the Union.
12. There will be at least three ordinary Council meetings per Semester.
13. The first meeting of the Council shall be held in September. This meeting shall:

- 1° Approve the Union's annual budget
 - 2° Approve the Union's annual report
 - 3° Approve the Union's schedule for the Academic Year
 - 4° Elect the Council deputy chairperson and Faculty Officer
14. An emergency Council meeting may be called to discuss a particular issue. The emergency Council meeting may be called to session by the President, the Executive or one third of the Council members.

Article 8. Executive

- 1. There shall be an Executive elected by the members of the Union and other bodies subject to this Constitution.
- 2. The Executive of the Union shall act according to the terms of this Constitution, its schedules and appendices, relevant legislation and the decisions that have been made by Council, General Meeting, C&S Council (where required by this Constitution) and by Referendum.
- 3. 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.
- 4. The following shall be the voting members of the Executive:
 - 1° President
 - 2° Deputy President Welfare
 - 3° Vice President Academic
 - 4° Recreation Chairperson
 - 5° Equal Opportunities Chairperson
 - 6° UL Experience Chairperson
 - 7° Chairperson of Student Council
 - 8° Faculties Officer
 - 9° Clubs Officer
 - 10° Societies Officer
 - 11° Postgraduate Students' Union Executive Nominee
- 5. The following shall be non-voting members of the Executive

- 1° Senior Management Personnel (see article 24 definitions)
- 2° The Executive shall have the power to grant Participant Status and Observer Status on any person required for the furtherance of the business of the Executive
6. Any member of the Executive [(except for any Clubs Officer or Societies Officer)] who fails to attend two consecutive meetings of the Executive or two consecutive Student Councils or one General Meeting without giving apologies to the President and does not provide satisfactory reasons acceptable to the Executive, shall be considered to have resigned.
7. No person shall hold more than one Executive post at one time.
8. The voting members of the Executive shall be elected according to the regulations contained in schedule one (Election Regulations) of this Constitution and shall not be in conflict with the aims and objectives of the Union. They will serve as members of the Executive from 1st of June to the 31st May of the following year.
9. The positions of President, Deputy President Welfare and Vice President Academic may be sabbatical posts holders. No member shall be eligible to stand for and serve more than two sabbatical terms of office. The post holders shall be paid an allowance determined by Student Council and reviewed by General Meeting annually. The post holders will not receive any other wage/ reimbursement/ bonuses/allowance or any possible payment other than the allowance agreed by Council. Sabbatical Post holders are elected officers of the Union. They will be required to sign and abide by an agreement of office. Fines maybe imposed upon any of them by Council as outlined in schedule 5 (Representatives).
10. The role of the Executive shall be to:

- 1° Carry out the decisions made by Student Council, Clubs and Societies Council (where required by this Constitution), General Meeting and by Referendum
 - 2° Act in the absence of Student Council at times outside of the Academic Year
 - 3° Act as a channel of communication between members of the Union and the University management and governing body and any other organisations
 - 4° Establish working groups, where relevant, and to receive any reports from sub committees
 - 5° Liaise with and offer relevant support to any forum for students
 - 6° Initiate policy and present it to Council
 - 7° Fulfil the specific responsibilities for each office in the job descriptions outlined in schedule 5 (Representatives) of this Constitution
11. The President (or Deputy President in his/her absence) shall chair all Executive meetings. The chair may only vote in the event of a tie.
12. The quorum for all Executive meetings shall be a Qualified Majority of all Executive voting members. All decisions made by Executive shall be made by a simple majority of all the Executive voting members present and voting.
13. The procedures for the Executive meetings shall be outlined in schedule 3 (Meeting Regulations) of this Constitution and shall not be in conflict with the aims and objectives of the Union.

Article 9. Management Committee

- 1. There shall be a Management Committee subject to this Constitution. The Management Committee shall act as a board of trustees for the union.
- 2. A Declaration of Trust will be established, subject to the legislation, and adhered to by the Management Committee and shall be included in this constitution. It is the senior management personnel's responsibility to ensure the aforementioned agreement and Trustee Act is abided by.
- 3. The members of the Management Committee will be the trustees of the union and therefore be subject to the Declaration of Trust.

4. The Management Committee of the union shall be responsible for the financial affairs of the union and shall ensure that any money is spent in accordance with the aims and objectives of the union.
5. The Management Committee of the union shall be made up of:
 - 1° All members of the executive committee over the age of 18
 - 2° General Manager
 - 3° Staff Representative
 - 4° Three External Appointees
6. The following shall be non-voting members of the Executive:
 - 1° General Manager
 - 2° All members of the executive committee under 18 years of age shall be observers at any meetings of the Management Committee.
 - 3° The Management Committee shall have the power to grant participant and observer status on any person required for the furtherance of the business of the committee
7. The Staff Representative will be elected by the permanent members of staff annually. The Three External Appointees will be recruited on the basis of their expertise and shall be approved by Student Council.
8. Any member of the Management Committee who fails to attend three consecutive meetings without giving apologies to the Chairperson, and does not provide satisfactory reasons acceptable to the management committee, shall be deemed to have resigned. Subsequently, the union will remove the member as a trustee of the union and the student council's executive oversight committee will be informed.
9. The role of the Management Committee shall be to:

- 1° Ensure that the union finances operate efficiently and effectively
 - 2° Act prudently to protect the assets and property of ULSU
 - 3° Devise the union budget, which will be subject to the approval of student council and to ensure that financial reports are made to each ordinary Student Council meeting
 - 4° Approve the union's annual report detailing the activities of the union, the union finances, including any donations made to external organisations, and any other information required under the Trustees Act
 - 5° Submit the union budget, annual report, audited accounts and any other information annually to the UL Finance Department as it is a prerequisite of the University's Governing Authority before funding will be transferred. The management committee must also ensure full participation in audits carried out by the University's Governing Authority Audit Committee
 - 6° To ensure the Union acts as a responsible employer
 - 7° Monitor the performance of the General Manager
 - 8° Monitor and evaluate the progress of the Union Strategic Plan and create the Strategic Planning Framework
 - 9° Review the risks to which ULSU is subject; take action to mitigate these risks and ensure sound risk management.
10. The chairperson will normally be the President or his/her nominee.
 11. The Management Committee meetings shall only take place if there are over 50% of eligible members present, or at least five trustees present, whichever is greater.
 12. The procedures for the Management Committee meetings shall be outlined in schedule 3 (Meeting Regulations) of this constitution and not be in conflict with the aims and objectives of the union.

Article 10. Class Representatives and Class Representative Forum

1. This body shall be known as the Class Representative Forum, hereafter called Class Reps Forum. Class Reps Forum shall be a forum to open the channel of communication between Department Representatives and the Class Representatives within their respective departments.

2. Class Reps Forum shall consist of the Vice President Academic, Student Council Chairperson, Department Representatives, and all Class Representatives.
3. Class Representatives shall be directly elected by the members of the Union in their constituency as outlined in schedule five (Representatives) of this Constitution.
4. All Union members shall have Participant Status at Class Reps Forum but can be asked to leave at the request of the Chairperson. Class Reps Forum may grant Participant Status or Observer Status on any other person as deemed appropriate.
5. The Union shall provide training for Class Representatives each Semester.
6. There will be two Class Reps Forums per Semester.
7. Class Reps are bound by the class rep code of conduct which is held by Vice President Academic and approved by the Student Council.

Article 11. Electoral and Referenda Board

1. There shall be an Electoral and Referendum Board as outlined in schedule 1 (Election Regulations) of this Constitution. The Electoral & Referendum Board is recognised by the Student Council provided that they meet the requirement set out in the aforementioned schedule. The procedure for all elections and referenda shall be determined by the Electoral & Referendum Board.

Article 12. Clubs and Societies

1. The Union shall facilitate the establishment of clubs and societies. For a club or society to be recognised by the Union, the club or society must satisfy the conditions set out in the clubs and societies rulebook.
2. Executive or student council proposals, amendment or decisions relating to the clubs and societies organisation, administration or finance must be presented to Clubs & Societies Council. If Clubs and Societies Council disagree with the proposal, amendment or motion proposed by the Student Council or Executive, the issue shall go to General Meeting.
3. Subject to the provisions of this Constitution, the Union recognises the autonomy of Clubs and Societies Council in determining, clubs and societies policy, and coordination of clubs and societies activities, under the auspices of the Union.

4. There shall be an up to date Union clubs and societies rulebook, which shall outline clubs and societies council policies, herein referred to as the “Clubs and Societies Rulebook”. All clubs and societies shall be bound by the Clubs and Societies Rulebook.
5. 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.
6. There will be a Clubs Officer and Societies Officer that sit on the Executive and Clubs and Societies Executive and report to both councils. The Clubs and Societies Officers, as members of the Executive will be full voting members and entitled to vote as part of the Executive and Management Committee 2 subject to article 9.6.2. Clubs and Societies Officers shall vote in the manner directed by the Clubs & Societies Council in respect of any proposal, amendment or decision relating to the clubs and societies organisation, administration or finance.
7. As a member of the Executive the Clubs and Societies Officers will sit on the Management Committee.

Clubs and Societies Council

8. The Clubs and Societies Council shall consist of the Clubs and Societies Executive, and at least one liaison officer from each club and society.
9. The President shall appoint the chairperson of Clubs and Societies Council.
10. The Clubs and Societies Council shall meet at least three times per Semester.
11. All Clubs and Societies Council Meetings shall be quorate if there is at least 50% of recognised clubs and societies plus one present.
12. Clubs & Societies Council Meetings shall be run in accordance with the procedures and standing orders contained within the Clubs and Societies Rulebook.

Clubs and Societies Executive

13. Clubs and societies are represented on the Executive by a Clubs Officer and a Societies Officer, respectively, and both officers are elected in accordance with the Clubs and Societies Rulebook.
14. The President or his/her nominee shall be member on the Clubs and Societies Executive, the rest of the membership of the Clubs & Societies Executive is determined by Clubs & Societies Council and is outlined in the Clubs & Societies Rulebook.
15. The members of the Clubs and Societies Executive elected by clubs and societies may only be removed by Clubs and Societies Council by the rules outlined in the Clubs & Societies Rulebook. Clubs and Societies Officers as members of the Management Committee could be deemed resigned under article 9.8.

Clubs and Societies Development Officer

16. There shall be a Clubs and Societies Development Officer employed by the Union.

Allocation of C&S Funds

17. The Union will distribute two thirds of the entire student capitation received annually to fund clubs and societies.
18. All recognised clubs and societies shall compete on an equal basis for funds allocated by the Union. All money not claimed by individual clubs and societies shall be reallocated to clubs and societies in the following year's budget.
19. 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 and outlined in the Clubs & Societies Rulebook.
20. The Clubs and Societies Executive shall allocate funds to every club and society using the established procedures as agreed by the Clubs and Societies Council and outlined in the Clubs & Societies Rulebook.
21. A portion of the annual clubs and societies funds shall be retained as the Special Applications Fund. Applications to this fund shall be submitted to the Development Officer, as appropriate, in accordance with the Clubs and Societies Rulebook.

Allocations shall be made at the discretion of the Clubs and Societies Executive using the established procedures as agreed by the Clubs and Societies Council.

22. A portion of the annual clubs and societies funds shall be retained for administration purposes.
23. 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.

Article 13. Postgraduate Representation and the Postgraduate Students' Union

1. The Union recognises the Postgraduate Students' Union (formerly known as the Postgraduate Students' Association), hereafter known as the PSU, as the representative body for all postgraduate students in the University on all postgraduate issues and the common aims of representation shared between the Union and the Postgraduate Students' Union.
2. The PSU is fully autonomous and is governed by the Postgraduate Student's Union Constitution.
3. There should be a PSU Executive Nominee on the Executive. A representative of the Union shall be a member of the PSUs' Executive or equivalent.
4. The Memorandum of Understanding between the Postgraduate Students' Union and the Union is included in appendix 3 of this Constitution. This memorandum describes the working relationship and financial agreement between the PSU and the Union. Any amendments to the memorandum of understanding have to be approved by Student Council (and in the case of amendments relating to Clubs & Societies capitation Article 12.2 stipulates the amendments needs to be presented to Clubs & Societies Council).

Article 14. Complaints Procedure

1. Complaints about any member of the Executive, any member of Student Council, any member of Clubs and Societies Council and any Class

Representative shall be dealt with under the disciplinary procedure contained in appendix 1 (Disciplinary Procedure) of this Constitution and not be in conflict with the aims and objectives of this Constitution.

Article 15. Union Finance

1. The Student Council, acting through the Management Committee, shall be empowered, in pursuit of its aims and objectives, to open bank accounts in the name of the Union, lend monies, invest monies, borrow monies, offer its material assets as security and do all other such things as are necessary for the prudent conduct of its financial affairs. The Management Committee in exercising these rights shall be subject to no other restrictions except those contained in article 4 and schedule 4 (Finance Regulations) of this constitution and any which may be imposed by Student Council.
2. The Management Committee shall supervise all Union finances and ensure that proper books of account are maintained and that these books shall be audited annually by a person qualified to undertake audited accounting.
3. The Management Committee shall be responsible for ensuring that the annual budget, amendments to the budget, audited accounts and all other short-term financial reports and financial proposals are discussed and approved by Student Council.
4. A copy of the Union's budget and the audited accounts shall be given promptly to the finance department of the University each financial year and be made available to all students.
5. The financial year of the Union shall run from 1st October to 30th September.
6. The organisation of the Union's finances and systems of control shall be contained in schedule 4 (Finance Regulations) of this constitution of this constitution.

Article 16. Minutes

1. At all meetings of the Union, minutes shall be taken which shall be circulated and any necessary corrections made, at the next appropriate meeting. Confirmed minutes shall be filed and made available to all students. From the meeting

documentation, an Executive and Council summary report will be compiled by the secretariat and made available on the Union website at the end of the Academic Year.

2. A copy of the Constitution, including any amendments, a copy of the annual report and any plans for the Union's activities, including the budget, shall be made available to all students at the start of each Academic Year.
3. All meetings of the union shall be considered open to all members of the union. However, the members of the meeting may vote to hold a specific meeting or an item of a meeting as a closed session.
4. The regulations for the organisation of Union meetings shall be outlined in schedule 3 (Meeting Regulations) of this Constitution.

Article 17. Amendments

1. Referendum and the General Meeting can amend the articles of the Constitution.
2. The Student Council shall be permitted to amend the schedules and appendices. Any amendments to the schedules or appendices regarding finances will be subject to the approval of the Management Committee before they can be implemented. Any amendments to the schedules or appendices, under Article 12.2, will be subject to the approval of Clubs & Societies Council. Any amendments to the schedules or appendices the PSU shall be subject to the approval of the PSA Council (or equivalent).
3. The amendments to the schedules or appendices shall require the support of a minimum of two-thirds of the members present and entitled to a vote at a quorate meeting of the Student Council.
4. The Constitution shall be reviewed by the Union at least every five years from the date of enactment and approved by the Student Council. A special constitutional review committee will be set up by Student Council in order to complete the review and shall have representatives from clubs & societies and the PSU.

Article 18. Indemnity

1. Every Executive officer and person approved to make decisions of behalf of the Union shall be entitled to be indemnified out of the assets of the Union against all losses or liability which she/he may incur in or about the execution of his or her office or otherwise in relation thereto; and no officer, appointee or member of staff shall be liable for any loss, damage or misfortune which may happen to or be incurred by the Union in the execution of the duties of his or her office or in relation thereto; provided that nothing in this clause shall affect their liability for the consequences of any negligent or unlawful act on their part.

Article 19. Code of Conduct

1. The executive shall draw up a code of conduct which shall be approved and amended by Student Council.
2. All members of the Union shall be required to adhere to this code of conduct, particularly when on Union premises, or attending events organised by the Union or its clubs or societies.
3. The code of conduct may include restrictions up to and including the unlimited suspension of any or all of the rights of Union membership.

Article 20. Removal of an Officer

1. Every Executive Officer or Council member who has been elected where there was at least two candidates (which may include a reopen nominations candidate) in the election shall be liable to be removed from office on a proposal to that effect approved by a Referendum held in accordance with schedule 1 (Election Regulations) of the Constitution. Where such a proposal is approved, it shall take effect upon the declaration of the Returning Officer. A quorum for the removal of any such Executive Officer or Council member shall be 50% of the total number of valid votes cast in the election for the position. Where such a proposal is approved, s/he will be deemed to have resigned and may not stand for re-election in any subsequent election.
2. Every Executive Officer or Council member who has been elected where there was not at least two candidates (which may include a reopen nominations candidate) in the election shall be liable to be removed from office on a

proposal to that effect to the Council passed by a Qualified Majority of Council members present and voting. Where such a proposal is passed, s/he will be deemed to have resigned and may not stand for re-election in any subsequent election.

3. The Clubs Officer and the Societies Officer on the Executive shall only be liable (subject to Article 20.5 below) to be removed from office by a proposed to that effect passed by the Clubs and Societies Council in accordance with the Clubs and Societies Rulebook.
4. The Postgraduate Students' Union Executive Nominee shall not be liable to be removed from Office by the Union (subject to Article 20.5 below) and may only (subject to Article 20.5 below) be removed by the Postgraduate Student Union in accordance with their own procedures. Notwithstanding the foregoing, They can be excluded from representing postgraduates on any committee or other body formed by the Union and the Executive may then seek the PSU Executive to nominate a replacement representative.
5. Any Executive member or Student Council member who has been expelled from the University as a result of a breach of the University's Code of Conduct shall be deemed automatically resigned from office upon such expulsion coming into effect.

Article 21. Interpretation

1. Subject to the application of the provision of Schedule 1, any member may seek the opinion of the President on the interpretation of any provision of this Constitution (excluding Schedule 1). If the member is dissatisfied with the President's opinion, the member may by notice in writing request the Executive to decide on the correct interpretation of the relevant provision(s) of the Constitution. The Executive shall be required to seek legal advice and to take into account that legal advice in deciding the correct interpretation of the Constitution.

Article 22. Commercial Activity

1. The commercial activities of the Students' Union shall be run in accordance with the provisions of this constitution and shall be controlled by the Board of Directors of UL Students Union Trading Ltd.
2. Ownership of the company shall be vested in the trustees.
3. The executive and student council shall appoint a Board of Directors who will oversee the running of the company.
4. The board of directors are responsible for ensuring the management abides by legislation and the Memorandum and Articles of Association of University of Limerick Students' Union Trading Limited and acts prudently to safeguard the Union assets.

Article 23. Affiliation

1. 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.
2. Any affiliation to any other organisation can only be agreed by referendum held in accordance with schedule 1 (Election Regulations) of the Constitution and the constitution will be amended accordingly.
3. All Affiliations passed by referendum will be reviewed by council every three years when they would have the option to renew it for another three years or put it forward to referendum. Council can only renew an affiliation twice.

Article 24. 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 10.
4. Clubs and Societies Council – as defined in Article 12.8.
5. Clubs & Societies Executive – as defined in Article 12.13.
6. Constitution – This document in its entirety.
7. Council – as defined in Article 7.
8. Department Representative - an elected representative from each department in each faculty in the University Directly Elected – a union position elected from the entire student population.
9. Directly Elected – a Union position elected in accordance with the provisions of this Constitution.
10. Executive – as defined in Article 8.
11. 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.
12. General Meeting – as defined in Article 6.
13. Non-Voting Member Status – shall have full member rights except the right to vote.
14. Notification – shall be written and signed.

15. Observer Status – shall have rights to attend and observe but can neither communicate nor vote.
16. Policy- a course of action or guiding principle intended to determine the union's opinion on a matter.
17. Participant Status – shall have rights to attend and speak but not vote.
18. Proportional Representation – shall allow voters to indicate their first and subsequent preferences for candidates.
19. Qualified Majority – is a majority of two-thirds or more.
20. Referendum – as defined in Article 5.
21. Senior Management personnel - is the person heading the management of the organisation, for example holds the title of General Manager, formerly known as Secretary General. The senior management personnel title may change but the constitution will still refer to the staff member who heads the operations and manages the union day to day.
22. Semester – is an academic semester as defined by the University academic calendar.
23. Teaching Week – Any week in which scheduled teaching takes place during a semester.
24. Union – The University of Limerick Students' Union.
25. Union office – Main Reception of the Union premises.
26. University – University of Limerick, as defined in the Universities Act 1997.
27. University Day – is 9am – 6pm on a Monday, Tuesday, Wednesday, Thursday or Friday during the semester, excluding University Holidays.

SCHEDULES

Schedule 1 Election Regulations

Schedule 2 Clubs & Societies

Schedule 3 Meeting Regulations

Schedule 4 Finance Regulations

Schedule 5 Representatives

Schedule 6 Enactment

Schedule 1 Election Regulations

This Schedule outlines what to do for all Referenda and Elections. It also outlines the procedures to follow if a vacancy occurs in any position.

Returning Officer

1. The Returning Officer, who shall not be a Member, shall be appointed annually by Executive. The Returning Officer shall have duties and responsibilities as set out in this constitution. The Returning Officer may appoint a deputy and assistants to support them in their duties.
2. The Returning Officer shall:-
 - 1) Oversee the close of nominations for sabbatical posts on the Executive and the production of lists of candidates for sabbatical posts on the Executive
 - 2) Oversee the count and announce the official results of the elections for sabbatical posts on the Executive and of referenda.

Electoral and Referenda Board

3. Under article 11, there shall be an Electoral and Referenda Board, ERB. The ERB shall:-
 - 1) Make the Rules and amend the Rules from time to time
 - 2) Ensure co-ordination of all aspects of the elections or Referendum according to this constitution and the Rules (subject to paragraph 2 above)
 - 3) Be responsible for the hiring and coordination of election or referendum staff.
4. The Democracy Development Manager shall on behalf of the ERB ordinarily be responsible for the implementation of the matters set out in 3.2 above.
5. The membership of the ERB shall be:-
 - 1) One nominee of Council
 - 2) One nominee of Clubs and Societies Council
 - 3) One nominee of PSU

- 4) One nominee of Executive
 - 5) One Sabbatical Officer not seeking re-election (should no Sabbatical Officer qualify, Council shall nominate a second representative for membership of the Board.
6. No member of the ERB may be seeking or be involved in the election or Referendum for which it has been established. The ERB shall, from its number, select a chairperson. The Democracy Development Manager shall have Participant Status on the ERB.
 7. The ERB shall be in place before each election and shall implement the Rules for the Academic Year in accordance to this Constitution.
 8. Where an election is in progress under this Constitution, the ERB may, at its discretion, make such directions or decisions as it may determine appropriate to govern the canvassing or other activities of candidates or their agents in seeking election.

What to do when a referendum is called for?

9. Validity: For the result of a Referendum to be valid, a valid vote must have been cast by at least 15 per cent of Members except in the case of referenda relating to the removal of officers under Article 20. All motions shall be passed by a majority, i.e. 50%+ 1 or more.
10. Motion: The Student Council shall be responsible for approving the terms of Referenda motions on the recommendation of the Executive.
11. Arrangements:-
 - 1) At least 10 University Days' notice of a Referendum shall be given on the Union website.
 - 2) A Referendum shall be held not more than 20 University Days after notice has been given.
 - 3) The Union shall advertise the upcoming Referendum in such manner determined by the ERB.
 - 4) Referenda shall be restricted to one per topic per Academic Year.

When should elections happen?

12. Under article 8.8, Executive officers elections for sabbatical posts shall be in the second Semester.
13. For elections of Council members and non-sabbatical positions on the Executive, under Schedule 1, elections should be in the second Semester. Close of nominations shall be every Friday until such time as positions are filled and nominations may continue on a weekly rolling basis during the Academic Year and, if necessary, continue during the next Academic Year if any position(s) are not filled. Following any relevant close of nominations elections may be held if required.
14. For Class Representatives elections nominations are on a rolling basis with a close of nominations every two weeks as outlined in Schedule 5. Once elected the members of the Student Council, Executive and Class Representatives shall take office from the 1st June of that year and shall serve until the following 31st May. There shall be no prohibition on any member standing for election again for any position including the position already held by that member.

Standing for election to the Executive

15. The members of the Executive shall be:-
 - 1) President
 - 2) Deputy President Welfare
 - 3) Vice President Academic
 - 4) Recreation Chairperson
 - 5) Equal Opportunities Chairperson
 - 6) UL Experience Chairperson
 - 7) Chairperson of Student Council
 - 8) Faculties Representative
 - 9) Clubs Officer
 - 10) Societies Officer
 - 11) Nominee of PSU
16. All Members are eligible to stand for any of the following Executive committee positions:-
 - 1) President
 - 2) Deputy President Welfare
 - 3) Vice President Academic
 - 4) Recreation Chairperson
 - 5) Equal Opportunities Chairperson

- 6) UL Experience Chairperson
 - 7) Chairperson of Council
17. Reopen nominations (RON) shall be a candidate in full-time sabbatical officer elections.
18. The Clubs Officer and Societies Officer shall be elected by Clubs and Societies Council as outlined in Article 12 of this Constitution. The Executive nominee of the PSU is nominated by the PSU Executive. The Faculties Representative will be nominated by the Faculty Chairpersons. In default of agreement by the Faculty Chairpersons, the department representatives will elect the Faculty Representative. The Faculty Chairpersons are Department Representatives in Student Council who have been elected by the Department Representatives in a particular faculty to represent that Faculty.

Standing for Election to Student Council

19. The members of the Student Council shall be:-
- 1) Department Representatives
 - 2) Interest Group Councillors
 - 3) Chair of Student Council
20. A Department Representative is an elected representative from a University Department within a Faculty.
21. An Interest Group Councillor is an elected representative for the following positions:-
- 1) **Recreation Group:** The Sports Councillor, Activities Councillor and Entertainments Councillor
 - 2) **Equal Opportunities Group:** The Equal Opportunities Councillor, Mature Student Councillor, Disabilities Councillor, Home International Councillor and Visiting International Councillor
 - 3) **UL Experience Group:** The Volunteering Councillor, First Year Councillor, Campus Facilities Councillor, Student Services Councillor, Community Councillor, Experience Councillor and Cooperative Education Councillor
22. A Member registered for a course in a University Department is eligible to be nominated for that particular Department Representative position.
23. All Members of the Union are eligible to be nominated for any of the Interest Group Councillor positions.

Nominations

24. Nomination forms will be available from the Student Union's reception and shall be available from Student's Union reception five University days before the close of nominations. Candidates for Executive posts must be proposed by 20 and seconded by 40 members. Candidates for Student Council posts must be proposed by 10 and seconded by 20. All proposers and seconders must sign their own signature on the nomination form.
25. The nomination form packs for Executive positions shall contain the Rules, the nomination form, a copy of the job descriptions for each position and information on the facilities the Union will make available to each candidate. The constitution is available from the Union website.
26. The completed official nomination forms shall contain, as well as the required number of proposers and seconders signatures and corresponding student ID numbers, 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. Persons standing for election to the Executive shall be required to have a campaign manager. Exceptions to this rule will only be permitted in the case where the candidate can provide evidence showing regular university teaching communication using a name other than their registered name. The purpose of this provision is to accommodate transgender students run for election under the name they are commonly known as. ERB will conduct a check with relevant university staff to verify the validity of the request. A Member shall not propose more than one candidate to the same position for a given election. A nominated candidate shall not nominate anyone to the same position for which he/she is running.
27. Nomination forms must reach the Democracy Development Manager or such other person nominated by the ERB not later than 5.00pm on day of close of nominations. The nomination period for all Union elections shall be five University Days. The election of all positions shall take place on the fourth University Day after the close of nominations.

28. Upon signing the nomination form candidates formally agree to uphold the Constitution.

Publicity about an upcoming election

29. The ERB shall ensure a copy of the current election timetable, a copy of the constitution, the Rules and job descriptions shall be posted on the Union website.
30. The Democracy Development Manager or such other person nominated by the ERB shall publish a list of candidates (together with the proposers and seconders) which shall be displayed on the Union website within 48 hours of the close of nominations.
31. The ERB can run a campaign to promote voting on the day and the existence of the election in general.

Campaigning Rules and Regulations

32. Without prejudice to any provision of this constitution, the canvassing and campaigning rules and regulations shall be contained in the Rules.
33. Election candidates may commence campaigning after the candidates meeting with the ERB.
34. Canvassing within the Library is prohibited at all times.
35. Canvassing within a 10 metre radius of a polling station on polling day is prohibited.

Candidate's Campaign Materials

36. Nothing shall be published in relation to elections for Executive positions 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.
37. All election material shall be approved by the Electoral and Referenda Board before it can be distributed on campus.

Candidate's Electoral Spending

38. The Union shall provide limited electoral assistance to each candidate as agreed by the Executive. 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. Members of the ERB are excluded from campaigning for any candidate for any election or campaigning in respect of any particular agenda concerning any Referenda motion.

The Public Debate or 'Hustings'

39. The public debates with or between candidates or interested parties in an election or referendum held by the Union shall be called 'Hustings' and shall be convened by the ERB, subject to the direction of the ERB, and shall be chaired by the nominee of the chair of the ERB. Arrangements for the Hustings set down by the ERB and the below standing orders will be followed for the Hustings:

40. Standing Orders – Hustings

- 1) The candidates for each position shall hust in the order of the count (in descending order of authority bottom up and alphabetical)
- 2) Candidates shall have equal time for their main speech and no more 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 addressed to all candidates for a particular position
- 5) Candidates shall answer questions alternately, with a different candidate having to answer first each time
- 6) If a candidate is unable or unwilling to answer a question that question shall pass to the next candidate
- 7) Points of information shall be suspended for the speeches
- 8) Parliamentary language shall be observed throughout the Hustings.

Complaints during the Campaign and Elections

41. Any challenge or complaint concerning the administration or good conduct of any election or referenda will be determined by the ERB within 48 hours of such a complaint being lodged in writing, print or email, to the chairperson of the Electoral and Referendum Board by any Member or the candidate or any candidate's nominee. All complaint correspondence must be addressed to the chairperson of the Electoral and Referendum Board.

42. The ERB shall regulate its own procedures and manner of determining any matter. Fair procedures shall apply and any relevant member shall have the right on request to be heard and to representation. The ERB shall have the power of their own initiative or upon the receipt of any challenge or complaint to investigate and / or determine any matter concerning the administration or good conduct of any election or referenda.
43. The Electoral and Referenda Board shall have the power to discipline or disqualify any member of the Union (notwithstanding whether there is any challenge or complaint made) who:-
- 1) Breach any provision of Schedule 1 of this constitution, Rules or such other decision, direction or determination made by the ERB pursuant to the provisions of this constitution
 - 2) Obstructs members of the Electoral and Referenda Board in furtherance of their duties
 - 3) Disobeys an instruction from the ERB
 - 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
 - 6) Canvasses for endorsement from University personnel or businesses on campus
44. Disciplinary powers of the Electoral and Referenda Board shall be:-
- 1) Public reprimand
 - 2) Expulsion from Hustings
 - 3) Withdrawal of Union electoral assistance
 - 4) Disqualification from the election
45. Any appeal against any decision or direction of the ERB under this constitution must be directed to and received by the Returning Officer within 48 hours of the decision or direction. Appeals must be submitted in writing to the Returning Officer. The Returning Officer shall decide the manner in which any appeal shall be determined. Fair procedures shall apply and any relevant member shall have the right on request to be heard and to representation. The Returning Officer's decision on the appeal shall be final and binding on all parties. The Returning Officer may, but shall not be required, to seek legal advice. The decision of the Returning Officer must be communicated in writing to the appellant and the ERB.

Voting Procedures

46. All elections and referenda shall be by a secret ballot and, the case of elections, by the system of proportional representation by single transferable vote as governed by the Oireachtas for Dáil elections.
47. For a paper election: a voting paper will be issued to each voter, which shall bear the union stamp and votes will be cast in sealed ballot boxes. In the case of elections ballot papers shall bear the name of each candidate, as accepted by ERB, and the office being contested. There will be a facility for reopening nominations in the case of sabbatical officer elections.
48. For an electronic election: an electronic ballot (or e-ballot) will be issued to each voter. The election site shall be considered verification by the Union of the ballot paper in the absence of the Union stamp. Votes will be cast by the voter and electronically added to the count. In the case of elections, the e-ballot should, bear the name of each candidate, as accepted by ERB, and the office being contested. In the case of electronic elections, the candidate will be able to submit additional election material to the Democracy Development Manager or such other person nominated by the ERB and, subject to approval of the material in accordance with this Constitution, the material may be uploaded to the election website by the Democracy Development Manager or such other person nominated by the ERB. There will be a facility for reopening nominations in the case of sabbatical officer elections.
49. The ERB will decide if there is to be an electronic or paper ballot.

When there is a Paper Poll

50. Polling stations in respect of a paper poll shall be situated in areas giving greatest convenience to Members. Polling stations shall remain open for duration of at least ten consecutive hours.
51. The location of the polling stations shall be decided by the Electoral and Referenda Board and be published by the Executive in advance of polling day.
52. No other polling station can be opened other than those authorised by the ERB.

53. In any paper 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.

When there is an Electronic Poll

54. Electronic Polling will follow the same polling principles as a paper election, in so far as possible unless specifically provided otherwise by this constitution.
55. For the purposes of electronic voting, an electronic voting device shall be considered a polling station. All computer laboratories on campus will be considered public polling stations. The prohibition on canvassing within a 10 metre radius of a polling station on polling day applies to public polling stations only in the case of electronic elections.
56. The electronic electorate will be based on the registered students in the University of Limerick database held and updated by the IT Department and Student Academic Affairs. Only students who have registered will be in the database on the day of polling.

The Election and Referenda Counting and Declaring of Votes for a Paper Ballot

57. The counting of votes shall take place immediately after the closing of the polling stations.
58. The only people allowed within the designated area of the count shall be the Returning Officer, the Democracy Development Manager, the ERB, their staff, plus in the case of elections the campaign managers for each of the declared candidates for sabbatical posts for that particular count.
59. In the case of elections, 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.
60. The official results shall be declared by the Returning Officer after each count.
61. In the case of elections, candidates have the right to request a recount or campaign managers have the right to request a recount on behalf of their

candidate up 4pm on the following day after the result of the count has been announced.

62. In the case of referenda, any of the following persons shall have a right to request a recount up to 4pm on the following day after the result of the count has been announced:-

- 1) In the case of a referendum called by the student council , any member of the student council in attendance at the student council meeting that decided to call the referendum;
- 2) In the case of a referendum called by general meeting, any member of the Union in attendance at the general meeting that decided to call the referendum; and
- 3) In the case of a referendum called by a petition of students, any student whom signed the petition.

63. The Returning Officer shall make the decision as to whether a recount takes place. A recount shall take place within two University days of the official results being declared for a paper ballot at the time specified by the returning officer.

64. A space adjacent to the designated area of the count shall be reserved for tally persons.

The Election Counting and Declaring of Votes for an Electronic Ballot

65. With an electronic election count there is no count and the results are immediate.

66. In the case of elections, candidates have the right to request a recount or campaign managers have the right to request a recount on behalf of their candidate up 4pm on the following day after the result of the count has been announced.

67. In the case of referenda, any of the following persons shall have a right to request a recount up to 4pm on the following day after the result of the count has been announced:-

- 1) In the case of a referendum called by the Student Council, any member of the Student Council in attendance at the Student Council meeting that decided to call the referendum;
- 2) In the case of a referendum called by General Meeting, any member of the Union in attendance at the General Meeting that decided to call the referendum; and

- 3) In the case of a referendum called by a petition of students, any student whom signed the petition.
68. In the case of an electronic ballot the recount facility is more time consuming and therefore the recount shall take place within four University days.

Clubs & Societies

Procedures and Arrangements for the administration of Clubs & Societies

1. Clubs & Societies shall be administered in accordance with the rules and procedures contained within the Clubs and Societies Rulebook a may not be in conflict with the articles, schedules and appendices contained in this constitution.
2. Consult the Clubs & Societies Rulebook for more information.

Meeting Regulations

This schedule outlines what to do for all meetings held by each of the political structure in line of descending authority in the Union.

The Senior Management Personnel shall appoint an Administrative Officer to take minutes at General Meetings, Council and Executive meetings.

The Administrative Officer shall be a full-time staff member and not a member of the Union.

General Meeting Regulations

When and how to call a general meeting?

1. A General Meeting is a private meeting of the membership of the Union held during both Semesters. At least one General Meeting shall be held per Semester. The Annual General Meeting shall be held not later than the seventh week of the autumn Semester of each Academic Year.

Who can vote at a general meeting & what is a quorate meeting?

2. Every Union member shall be entitled to vote at General Meetings. Non-members may attend on the invitation of the Chairperson. There has to be 100 members present in the meeting room for the General Meeting to be deemed quorate

What happens at a general meeting?

3. A General Meeting shall be run in accordance with the Standing Orders contained in this schedule of the Constitution.

Who chairs the general meeting?

4. The Chairperson of a General Meeting shall be the Chairperson of the Council. Where the Chairperson is not available, the Deputy Chairperson of the Council shall Chair the meeting in his/her place. Where either Chairperson or Deputy Chairperson of Council is not available or has a conflict of interest, the meeting shall elect from its number, an alternative chair for that discussion item or meeting.

What should be on the agenda of a general meeting?

5. Executive shall approve all General Meeting agendas. Council shall decide the arrangements for a General Meeting. The final agenda for a General Meeting shall be posted on the Union website at least two University Days before the meeting.
6. The standing agenda for a General Meeting shall contain the following:
 - 1° Minutes;
 - 2° Matters arising from the minutes;
 - 3° Motions and Resolutions;
 - 4° Current Union finances (Autumn Semester);
 - 5° Review of Sabbatical Officer's wages (Autumn Semester);
 - 6° Constitution and Policy Review from Council (Autumn Semester)
 - 7° Audited Accounts (Spring Semester);
 - 8° Ratification of Auditors (Spring Semester);
 - 9° Executive Officer's Reports and Questions
 - 10° Item for discussion
 - 11° Any Other Business

How can we put a motion to general meeting?

7. All motions for consideration at a General Meeting shall be given in writing to the President at least five University Days before the meeting. Such motions shall be proposed by five, and seconded by an additional ten, members of the Union who shall each sign the motion as proposer and seconder (as applicable). The motion to be put at a General Meeting shall be checked by Executive and may be altered if it is considered ambiguous, so long as the intention of the original motion is not changed.
8. All motions to General Meeting shall be considered Union policy and therefore motions and resolutions passed at a General Meeting will only be valid Union policy for three years, therefore it is considered null and void unless Council or General Meeting re-establishes it.

When do we publicise a general meeting?

9. The President shall give at least ten University Days' notice for a General Meeting and post the agenda at least two University Days prior to the meeting. All meeting documentation to be submitted to the meeting is to be made available on the Union website at the time the agenda is posted.

When can there be an emergency general meeting and why?

10. An Emergency General Meeting may be called in accordance with article 6.4 of the Constitution.

Student Council Meeting Regulations

When are Council Meetings held?

11. The times of ordinary Council meetings are proposed by the Executive and approved by the Council. Council shall meet at least three times per semester

Who chairs the council meeting?

12. The Chairperson of the Council shall chair all meetings of Council. The Deputy-Chairperson of Council shall be elected from student Council at the first Council Meeting and shall deputise, as instructed by and, for the Chairperson of Council in all matters where the Chair is not available. Where either the Chairperson or Deputy-Chairperson of Council is not available or has a conflict of interest the meeting shall elect, from its number, an alternative chair for that discussion item or meeting.

What should be on the agenda of a council meeting?

13. Executive shall approve all Council meeting agendas and decide the arrangements for the Council meetings for the Academic Year. The final agenda for a Council meeting shall be posted on the Union website at least two University Days before the meeting. All meeting documentation to be submitted to the meeting is to be made available on the Union website at the time the agenda is posted
14. The standing agenda for a Council meeting shall always contain the following:

- 1° Apologies;
- 2° Minutes;
- 3° Matters arising from the minutes;
- 4° Motions & Resolutions
- 5° Sub Committee Reports
- 6° Items for Discussion
- 7° Officers' Reports & Questions to officers;
- 8° AOB- Any Other Business

How can we put a motion to council meeting?

15. A motion can be put on the agenda from by Council member. The motion shall be submitted in writing to the Vice President Academic five days before the Council meeting in order for it to be put on the agenda. In the event the VP Academic Officer is not available the motion shall be submitted to the Council Chairperson. The motion has to be proposed and seconded by two council members and opened to the floor for discussion. When a motion is deemed ratified by Council it immediately comes into effect.

How does council set Union policy?

16. Council shall review old policies and initiate new policies. A proposed policy is circulated to Council and placed as a motion on the agenda.
17. Without prejudice to paragraph 8 above, policy may only be altered or removed at the same or higher level of governance at which it was enacted.
18. Without prejudice to paragraph 8 above, 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. It is the Vice President's Academic responsibility to ensure policies due for review are reviewed by Council and General Meeting is informed.
19. All motions and policy shall not be in breach of the Constitution.

How does Council hold sabbatical officers of the Executive accountable?

20. There will be a review conducted on each executive officer at the end of each semester by one of council's standing committee, the executive oversight committee. This will be made up of five council members who will be elected from council and will liaise with the senior management personnel in compiling their reports. The committee will be given access to all information available in the union on the officer's term in office, including: attendance records at meetings, time management records for their working week, holidays taken and unauthorised absences, their budgets and actual expenditure, expenses claimed, training received, conferences attended and any other information pertaining to their performance as an officer. No personal information shall be included and the reports must be objective and factual. On the basis of the report Council may decide to initiate a petition for a referendum to remove an officer under article 20.

When can there be an emergency council meeting and why?

21. An Emergency Council meeting may be called in accordance with Article 7.14 of the constitution

What happens when it is out of term and council cannot be convened?

22. Policy decisions made by the Executive, out of term, shall be presented to Council at the earliest opportunity and shall cease to have effect unless ratified by the Council at that time. Council shall be notified of all operational changes at the earliest possible opportunity.

Clubs & Societies Executive & Council Regulations

23. Arrangements for the Clubs & Societies Council Meetings shall be run in accordance with the rules outlined with the Clubs & Societies Rule Book.
24. Clubs and Societies Council Meetings shall be run in accordance with the Standing Orders contained within the Clubs and Societies Rulebook.

Executive Meeting Regulations

When and how to call an executive meeting?

25. Executive shall meet on a weekly basis. Further meetings shall be called by a written request of a majority of Executive members to the President.

Who can vote at an executive meeting & what is a quorate meeting?

26. All members of Executive can vote except for the Senior Management person who will report to the Executive.
27. All decisions made by the Executive must be voted on and the number of votes cast for and against and abstinent votes shall be noted in the minutes. Executive members can only abstain from a decision if there is a conflict of interest. All nominations to committees must have a proposer and seconder. All decisions passed by the Executive shall specify the person who is to be responsible for their implementation.

Who chairs the executive meeting?

28. The President (or Deputy President in his/her absence) shall be responsible for the agenda and shall call the meeting.
29. In the event of any situation arising not being covered by meeting regulations then the chairperson shall rule on the procedure to be adopted. Such ruling is subject to the approval of Student Council if any member of the Executive requests the student Council to confirm or reject the ruling where the request is made to the next Council meeting following the ruling.

30. In the event of the chair being in conflict or alleged to be in conflict with the item under discussion, the chair should be resigned for the duration of the item under discussion to the deputy chair. Where both the chair and deputy chair are in conflict with the item under discussion the Executive shall elect a chair from their number.

What should be on the agenda of an executive meeting?

31. The agenda of meetings shall include:
- 1° Apologies
 - 2° Minutes of the previous meeting
 - 3° Matters arising from the minutes
 - 4° Any other business
32. Any member can request any item to be put on the agenda and must submit the item to the President or Democracy Development Manager.

Can the Executive initiate policy or motions?

33. Executive may initiate policy or motion to be put to the Council meeting, General Meeting or Referenda.

When do we publicise or give notice for an executive meeting?

34. At least 3 University Days' notice shall be provided to all Executive members before ordinary Executive meetings during Semester, the set schedule and time for the meeting is considered notice. At least 2 hours' notice shall be provided to all Executive members before emergency Executive Meetings during Semester. At least 7 days' notice shall be provided to all Executive members before Executive meetings outside Semester.

When can there be an emergency executive meeting or an executive meeting out of term and why?

35. 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. There should be no need for an emergency meeting unless there is an urgent political crisis.

Management Committee Meeting Regulations

36. All the rules and guidelines for the meeting procedures for the management committee shall be included in the Declaration of Trust (Appendix 3 of this constitution).

Class Representative Forum Regulations

When and how to call a class reps forum?

37. Forum shall meet at least once per Semester but ideally twice per Semester. Forum will be organised by the Vice President Academic and will be a forum to facilitate communications between Class Reps and their Department Reps. It is not a formal meeting although it may have an agenda. The forum should be interactive and involve group work. The Executive can decide to have extra Class Reps Forums.

When do we publicise or give notice for a Class Reps Forum?

38. At least three University Days' notice shall be given by the Vice President Academic for all Class Rep Forums.

When can there be an emergency Class Reps Forum meeting or a Class Reps Forum meeting out of term and why?

39. There is no facility for an emergency forum but Class Reps can request the Executive to organise an extra forum to discuss a specific issue.

Who can vote at a class reps forum & what is a quorate meeting?

40. Class Reps and Department Reps vote by simple majority There is no quorum for the forum.

41. Class Reps Forum may determine and amend its own standing orders.

Who chairs the class reps forum?

42. The Chairperson of the Council will facilitate class reps forum but the forum should be driven by the Vice President Academic.

What should be on the agenda of a class reps forum?

43. Vice President Academic shall approve all Class Reps Forum agenda.

How can we put a motion or make decisions to a class reps forum?

44. Class Reps Forum is not part of the governance structure. If the majority of Class Reps and Department Reps present propose an agenda item the Vice President Academic must bring it to Council.

Standing Orders –Student Council & General 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 Standing Orders (SO) 18.5 and SO 18.6 where the Chairperson shall have priority.
 24. When Standing Orders (SO) 18.5 and SO 18.6 are proposed, the Chairperson shall leave the Chair until it is determined. If SO 18.6 is carried, the Chairperson shall resume the Chair but shall not give a ruling in accordance with the procedural motion. If SO 18.6 is carried, the Chairperson to whom it relates shall not take the Chair for the remainder of that meeting.
 25. When SO 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 SO 18.3 or in respect of the body to which the matter is referred to in SO 18.3. 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.

Schedule four **Finance Regulations**

This schedule outlines what to do with the finances of the union including the budgets, accounts, audits and the reporting structure for the financial information.

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 Management Committee with the incoming Management Committee shall set a provisional budget for the coming academic year based upon:
 - 1° Union Strategic Goals
 - 2° Grants allocated for current and previous term of office
 - 3° Audited expenditure for previous term of office
 - 4° Estimate of expenditure for coming term of office
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 Management Committee, which shall be 2 per cent of the capitation fee income.
4. The Management Committee 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, the Management Committee shall revise the Budget and shall reconvene Council within two weeks for submission.
7. Based on the HEA recommendations, the University sets the overall level of subvention and capitation, the Management Committee shall negotiate this at the University Finance Committee and report the allocation to the Management Committee, Council, C&S Council and General Meeting.
8. In the autumn semester, the Management Committee shall formally allocate the finances of the Union to all the cost centres in accordance with the Budget.

9. The Management Committee 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 Senior Management there remain sufficient funds to meet such expenditure.
11. The Management Committee 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.

Financial Arrangements

15. The Management Committee shall be responsible for the allocation and control of all Union funds subject to this Constitution.
16. All cheques issued by the Union shall be signed by one of the Sabbatical Officers and also one member of senior management personnel.
17. The senior management personnel shall be responsible for the handling of all monies within the Union.
18. The Executive or Management Committee shall supply written authorisation for any recurrent, capital or contractual expenditure above €1000 for any of the Union's activities to the senior management personnel to ensure that due regard is given to Union cash flow.

19. The Management Committee through the President and its Senior Management personnel shall incur contractual obligations on behalf of the Union in pursuance of the aims and objectives of Union policy.
20. The senior management personnel shall be jointly responsible with the President for drawing attention to adverse fiscal trends.
21. The senior management personnel shall be responsible for ensuring there are robust financial procedures available in a manual. Training on the relevant procedures must be provided for incoming staff and it is the senior management's duty to enforce the financial procedures and report continuing breaches of financial procedures to the Management Committee.
22. No order shall be placed for goods and services unless accompanied by a Purchase Order Form, and following the purchase order procedure set down by senior management. 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.
23. The accounts of the Union shall be audited by a qualified external auditor at the end of each financial year and presented at the Union General Meeting.
24. The Union accepts no liability for overdrafts or debts incurred by Clubs, Societies, or individuals connected with or recognised by the Union.

Financial Statements

25. The Management Committee shall be responsible for the presentation of annual audited accounts relating to the Union activities.
26. 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.
27. The accounts shall be drawn up to the 30th of September each year.
28. The Management Committee shall receive regular management accounts and financial statements from the senior management personnel.

29. Council shall be given the details of all such accounts by the senior management personnel at all ordinary council meetings following the fifteenth of each month in which there is a council ordinary meeting.
30. Where financial reports are being presented to Council or General Meeting, such accounts shall be sent for inspection two university days before the council meeting or posted on the website for the General Meeting, to ensure proper opportunity to have clarification sought. Accounts shall be stated as part of the agenda as a separate item of business.
31. See article 24 Definitions for clarification on the term 'Senior Management Personnel'.

Schedule 5 Representatives Regulations

Following on from the articles in the constitution, this schedule outlines firstly the representative's mandates, then the rules pertaining to council representatives then the rules and regulations pertaining to the executive representatives, which includes sabbatical posts.

Mandates for all union elected representatives

1. Every elected officer has a mandate to fulfil as outline in their respective job descriptions. The union recognises that it is impossible to determine why a candidate wins an election and therefore the union believes the mandate held by the office is the only mandate the elected representative is required to fulfil. Thus, all elected representative will not assume that they were elected on the basis of their campaign promises or manifestos and will not be expected or authorised to fulfil these promises. All representatives can be mandated by general meeting or council.

Representatives of Student Council (Department Reps & Interest Groups)

2. The members of council as outlined in Article 7.3 will be the Executive (non-voting), the Department Representatives and the Interest Group Councillors.
3. The members of council are specifically named in schedule 1 (election regulations) of this constitution as being the;
 - 1° Twenty Eight Department Representatives from each department in the University
 - 2° And the Interest Group Councillors include the following:
 - 1) The Sports Councillor, Activities Councillor and Entertainments Councillor under the remit of the Recreation Chairperson (executive officer)
 - 2) The Equal Opportunities Councillor, Mature Student Councillor, Disabilities Councillor, Home International Councillor and Visiting International Councillor under the remit of the Equal Opportunities Chairperson (executive officer)
 - 3) The Volunteering Councillor, Professional Placement Councillor, Campus Facilities Councillor, Student Services Councillor, Community Councillor, Experience Councillor and Cooperative Education Councillor under the remit of the UL Experience Chairperson (executive officer)
4. Council shall have the power to create non-executive council members positions.
5. There are some representatives elected from the members within council; the deputy chairperson of council, the Faculty Chairpersons and the Faculties' Representative.

Deputy Chairperson of Council

6. The Deputy Chair is elected by council members in the first council of the academic year and chairs the meetings that the chair of council is unable to chair.

Faculty Chairpersons & the Faculties' Representative

7. There shall be at least one Faculty Chairpersons known, as Faculty Chairs, to represent each of the faculties of the University, elected from undergraduate council members for that faculty.
8. Faculty Chair's shall sit on the Faculty Boards and other relevant committee or working groups which are dedicated to the improvement or augmentation of their faculty.

9. Faculty Chair's shall form the education working group and report to the Vice President Academic.
10. Faculty Chairs shall nominate from their number one Faculties Representative to act as a Faculties' Representative on the Executive as per Article 8.4.

Training for Council Members

11. Outgoing council subcommittees shall write one page summary of their year's endeavours and submit it to the Chair to be placed it into the Union archive and given to the incoming committee. Vice President Academic shall ensure there is adequate training provided for the incoming council members.

Council member's rules

12. No council member shall be an executive member with the exception of the Chairperson of Student Council and the Faculty Officers' Representative.
13. Council members who are on external placement as part of their studies shall resign from their posts should the placement interfere with their attendance at council meetings.

Council Member's Responsibilities

14. Each council member shall attend all council meetings and represent their constituency at all forums. Council members must fulfil any mandate pertaining to their title, directed by council or general meeting and outlined in their job description. The Individual job descriptions for each position will be included in the Council Guidebook.

Resignation of council members

15. A council member may resign or shall be deemed to have resigned under article 20 of this constitution. The resignation of a council member shall only take effect upon notification of the same by letter to the chair of council. Notification of acceptance of the resignation shall not be necessary.

Removal of a council member

16. Every council member, directly or indirectly elected, could be removed or deemed resigned under Article 20 of this schedule in this constitution.

Bi-Election after a removal/ resignation of a council member

17. Where any council member vacates any of their respective positions voluntarily or otherwise, a new election shall be held for that position within three University weeks.

Class Representatives

18. The members of class reps forum as outlined in Article 10 are the elected reps from each class.

Election of your Class Representatives

19. Class Reps cannot hold positions in student council and continue to be a class rep. Class Representatives shall be elected by and from the members of each Class. Every student is eligible to stand as a Class Representative for their Class. 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.
20. 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 |
21. The close of nominations for the unfilled positions of Class Representative shall be Wednesdays at 5pm in weeks 1,3,5,7, 9 and 11 for each semester. If an election is necessary the election should take place within 5 days.
22. 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.

Training and Duties for Class Representatives

23. Under article 10.5 of this constitution, training shall be provided for Class Representatives by Executive in both semesters preferably early in both semesters.
24. The Class Representatives for each class shall co-operate in acting for their class. Each Class Representative shall represent the interests and views of his or her Class on the Forum and keep them regularly informed on the proceedings of the Forum. Class Representatives shall keep their Class in touch with the business of the Union through their respective Departmental Representative.

Executive Representatives

25. Under Article 8, the following shall be the voting members of the Executive, President, Deputy President Welfare, Vice President Academic, Recreation Chairperson, Equal Opportunities Chairperson, UL Experience Chairperson, Chairperson of Student Council, Faculties Representative, Clubs Officer, Societies Officer and Postgraduate Students' Association Executive Nominee. The Senior Management Personnel shall be non-voting member of the Executive.
26. See article 8.9 for more information on the sabbatical posts as the posts of President, Deputy President Welfare and Vice President Academic, shall be full-time sabbatical positions.

The Clubs Officer

27. As determined by Article 12 of this Constitution, the Clubs & Societies Council will have an entitlement to elect a Clubs Officer; this person must be a club representative on the Clubs and Societies Executive. The recognised clubs, as your electing body, recognised clubs shall be the immediate body which holds the Clubs Officer accountable.

The Societies Officer

28. As determined by Article 12 of the Constitution, the Clubs & Societies Council will have an entitlement to elect a Societies Officer; this person must be a club representative on the Clubs and Societies Executive. The recognised societies, as your electing body, recognised clubs shall be the immediate body which holds the Societies Officer accountable.

Postgraduate Students' Union Executive Nominee

29. As determined by 13.4 of the Constitution, the PSU executive shall nominate a representative to the executive. This normally is the PSU President but can be any nominee from the PSU executive.

Training for Executive Reps

30. Outgoing Executive Officers shall write a summary of their year's endeavours, called the Handover Document, for the incoming officer and place it into the Union archive. Senior management personnel shall ensure there is adequate training provided for the incoming officers.

31. Incoming Executive Officers taking up sabbatical post shall be required to attend one week's of crossover training, called Handover, in advance of taking office. Such training shall be provided by the outgoing Officer (See Sabbatical Remuneration, fines and induction pay) for more information. Subsequent to the handover period, senior management personnel will provide further training and induction to the organisation.

Executive Officer Rules

32. No Executive Officer shall be a member of student council with the exception of the Chairperson of Student Council, Interest Group Chairpersons and the Faculties Representative.
33. Each Executive Officers taking up sabbatical post shall ensure they display on his/her door their contact details and office hours, including hours when they shall be available to take personal queries and cases.

Executive Officers Responsibilities

34. Each Executive Officer shall seek to be an ex- officio member of all committees pertaining to their office. 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.
35. Each Executive Officer shall make monthly deposits in a union archive of all relevant meeting documentation from University committees keeping the secretariat up to date of any issues the arose in the committee.

Resignations of Executive Officers

36. Every Executive Officer, directly and indirectly elected, could be removed or deemed resigned under Article 20 of this schedule in this constitution.
37. An Executive member may resign. 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.

Removal of an Executive member

38. Every Executive Officer, directly and indirectly elected, could be removed or deemed resigned under Article 20 of this schedule in this constitution.

Bi-Election after a removal/ resignation of an officer

39. 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.

Sabbatical fines and induction pay

40. Sabbatical post holders 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.

41. 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.

42. Moves to impose such fines shall be entered at the previous Council Meeting. These fines shall be imposed on the basis of gross and persistent non-fulfilment of duties. The fines shall be returned to the Union Administrative Funds.

43. Under rule 31 of this scheduled , the Incoming full-time Officers shall be required to attend one week of handover training, the Incoming Officers shall be remunerated at the same rate as the full-time Officers for this week's training only. However, this remuneration shall not be payable in the case of an outgoing full-time Officer having been elected to the same or another Executive office.

Job Description for the role of President

44. The role of President, who shall be a member of the executive committee, shall:

- 1° Be the prime representative of the union and seek to involve as many students in the union as possible
- 2° Attend governing authority and other relevant University committees, and report back to the union
- 3° Be a cheque signatory to the union bank account, if over the age of 18
- 4° Be the prime representative of the union to liaise with the college over any matters affecting students
- 5° compile a report on his/her activities for consideration at Student Council
- 6° Meet with the returning officer and ensure that elections happen in accordance with the union constitution; notify Student Council of the resignation of any union officer and ensure the Student Council decides appropriate action
- 7° Chair and participate fully in executive committee meetings
- 8° Maintain all legal documentation relating to the union, including the constitution, instrument and articles of government, the union code of practice and all legal advice
- 9° Arrange training for the executive committee following their elections
- 10° Ensure that all officers of the union compile a written report for each meeting of Student Council and for wider circulation
- 11° Ensure that an Annual Report is presented to the Student Council on the activities of the union over the previous year. After approval this should be submitted to the union archive
- 12° Ensure that each officer compiles a report on upcoming activities for their office over the next academic year. This should be presented by the outgoing president to the incoming officer together with a budget for the activities
- 13° Be a member of student council and ensure that the decisions made are implemented
- 14° Be responsible for publicising all executive committee and student council meetings, receiving debates and changes for discussion and circulating agendas and minutes to members of the meeting
- 15° Act reasonably and prudently in all matters, and in the best interests of the union
- 16° On election to this positions the officer elect must acknowledge
- 17° As a member of the executive the President will sit as a trustee for the Union on the Management Committee and therefore on submission of their nomination form and subsequent election to the position will be accepting to be a trustee on the management committee
- 18° The President will sit as a director for the ULSU Trading Ltd Board of Directors and therefore on submission of their nomination form and subsequent election to the position they are accepting the position as a director on the ULSU Trading Ltd Board of Directors

Job Description for the role of Deputy President Welfare

45. The role of Deputy President Welfare who shall be a member of the executive committee, shall:

- 1° Liaise with the college over the criteria and distribution of the access and hardship funds
- 2° In conjunction with the education officer meet with the college for the purposes of monitoring and review of the student charter, complaints, equal opportunities and disciplinary procedures
- 3° Establish, and maintain, contact with and provide information from groups and organisations which work on welfare issues; maintain and order stocks of information as required
- 4° Establish an enquiry service, and advertise its availability on each of the sites
- 5° Deal with, but not counsel, students who have welfare problems, respecting confidentiality at all times
- 6° When necessary, refer students to the college counsellors or other relevant organisations
- 7° Attend any relevant training/briefing days for union welfare officers
- 8° Liaise with the education officer on welfare strategy in the college
- 9° Campaign on, and raise awareness of, welfare issues as agreed by the executive committee e.g. debt, safe sex, drug/alcohol abuse, etc; distribute general welfare information
- 10° Meet with the student support services section and, when necessary, college management to assure the quality of services provided by the college to students
- 11° Consult student services regularly to find out what problems students are having in college and take account of these when campaign planning
- 12° Have responsibility for representing students in disciplinary or academic appeals cases
- 13° Present relevant reports to the executive committee
- 14° Carry out other duties as laid down by the executive committee and union parliament
- 15° Be a member of union parliament and present relevant reports
- 16° Act reasonably and prudently in all matters, and in the best interests of the union
- 17° As a member of the executive the Deputy President Welfare will sit as a trustee for the Union on the Management Committee and therefore on submission of their nomination form and subsequent election to the position will be accepting to be a trustee on the management committee
- 18° The Deputy President Welfare will sit as a director for the ULSU Trading Ltd Board of Directors and therefore on submission of their nomination form and subsequent election to the position they are accepting the position as a director on the ULSU Trading Ltd Board of Directors

Job Description of the Vice President Academic

46. The role of Vice President Academic who shall be a member of the executive committee, shall:

- 1° In conjunction with the president be responsible for dealing with students' concerns, aspirations and problems in relation to their courses
- 2° Liaise with the welfare officer on the development of the union's welfare strategy within the college
- 3° In conjunction with the welfare officer meet with the college for the purposes of monitoring and review of the student code of conduct/charter, complaints, equal opportunities and disciplinary procedures
- 4° Meet with departmental heads to develop and maintain a system for the election of department reps
- 5° Arrange training for Department representatives, student councillors and Class Reps in conjunction with management
- 6° Maintain contact with Department representatives, student councillors and Class over the year and represent their views and concerns to the college through the academic council and other appropriate forums
- 7° Be a member of the academic council and any other relevant bodies established by the college
- 8° Present relevant reports to the executive committee
- 9° Carry out other duties as laid down by the executive committee and union council
- 10° Update the amendments to the Council Guidebook as approved by Council
- 11° Approve the union's schedule for the academic year (which must include campaigns planned, dates for the elections, council meetings and general meetings)
- 12° Update the amendments to the Class Reps code of conduct and make available to class reps
- 13° Be a member of union council, and present relevant reports
- 14° Act reasonably and prudently in all matters, and in the best interests of the union
- 15° As a member of the executive the Vice President Academic will sit as a trustee for the Union on the Management Committee and therefore on submission of their nomination form and subsequent election to the position will be accepting to be a trustee on the management committee
- 16° The Vice President Academic will sit as a director for the ULSU Trading Ltd Board of Directors and therefore on submission of their nomination form and subsequent election to the position they are accepting the position as a director on the ULSU Trading Ltd Board of Directors

Job Description of the Chairperson of Student Council

47. The role of Chairperson of Student Council who shall be a member of the executive committee, shall:

- 1° Chairing Students' Council
- 2° Chairing General Meetings of the Students' Union
- 3° Chairing monthly meetings of Council Chairs
- 4° Responsible for approval of agenda for Council Chairs meetings
- 5° Responsible, with Faculty Chairs for the development of Class Representatives
- 6° Attending scheduled Executive meetings
- 7° Attending scheduled Management Committee meetings
- 8° Liaising with the Democracy Development Officer on all matters relating to Council
- 9° Maintaining a close working relationship with the other Council Chairs
- 10° Working as part of the Students' Union team to ensure the effective democracy and engagement
- 11° As a member of the executive the Council Chairperson will sit as a trustee for the Union on the Management Committee and therefore on submission of their nomination form and subsequent election to the position will be accepting to be a trustee on the management committee

Job Description of the Recreation Chairperson

48. The role of Recreation Chairperson who shall be a member of the executive committee, shall:

- 1° Representing the recreation agenda
- 2° Seeking the views of students relating to their experience of recreational activity within the Union and University
- 3° Keeping yourself informed of recreation developments internally, nationally and internationally
- 4° Establishing and communicating the views of students to the relevant stakeholders within the Union and University
- 5° Arranging monthly meetings with the Councillors in your interest group
- 6° Acting as chair at monthly group meetings
- 7° Addressing issues that arise with the Head of relevant services such the Director of Sport and Recreation and any department heads for whom there is no corresponding Councillor as required or at least twice per semester
- 8° Maintaining a close working relationship with the other Council Chairs
- 9° Coordinating events aimed at promoting recreational activity with the assistance of the Union's Events and Promotion Manager
- 10° Liaising with the Chair of Council to ensure information passes to all students
- 11° Promoting Union campaigns and engagement amongst students
- 12° Maintaining a log of all issues arising relating to recreation, their status and date of resolution to be sent to the President in weeks 4, 8 and 12 of each semester, or more frequently as necessary
- 13° Attending all scheduled Council Meetings, General Meetings and relevant Council sub-committee meetings
- 14° Working as part of the Students' Union team to ensure the effective democracy and engagement
- 15° As a member of the executive the Recreation Chairperson will sit as a trustee for the Union on the Management Committee and therefore on submission of their

nomination form and subsequent election to the position will be accepting to be a trustee on the management committee

Job Description of the Equal Opportunities Chairperson

49. The role of Equal Opportunities Chairperson who shall be a member of the executive committee, shall:

- 1° Representing the equal opportunities agenda
- 2° Seeking the views of students relating to their experience of equality of opportunity within the Union and University
- 3° Keeping yourself informed of equal opportunities developments internally, nationally and internationally
- 4° Establishing and communicating the views of students to the relevant stakeholders within the Union and University
- 5° Arranging monthly meetings with the Councillors in your interest group
- 6° Acting as chair at fortnightly monthly group meetings
- 7° Addressing issues that arise with the Head of relevant services such the Director of Student Affairs and any department heads for whom there is no corresponding Councillor as required or at least twice per semester
- 8° Maintaining a close working relationship with the other Council Chairs
- 9° Coordinating events aimed at promoting Equal Opportunities with the assistance of the Union's Events and Promotion Manager
- 10° Liaising with the Chair of Council to ensure information passes to all students
- 11° Promoting Union campaigns and engagement amongst students
- 12° Maintaining a log of all issues arising relating to equal opportunities, their status and date of resolution to be sent to the DP Welfare in weeks 4, 8 and 12 of each semester, or more frequently as necessary
- 13° Attending all scheduled Council Meetings, General Meetings and relevant Council sub-committee meetings
- 14° Working as part of the Students' Union team to ensure the effective democracy and engagement
- 15° As a member of the executive the Equal Opportunities Chairperson will sit as a trustee for the Union on the Management Committee and therefore on submission of their nomination form and subsequent election to the position will be accepting to be a trustee on the management committee

Job Description of the UL Experience Chairperson

50. The role of UL Experience Chairperson who shall be a member of the executive committee, shall:

- 1° Representing the UL experience agenda
- 2° Seeking the views of students relating to their overall experience of the Union and University
- 3° Keeping yourself informed of student experience developments internally, nationally and internationally
- 4° Establishing and communicating the views of students to the relevant stakeholders within the Union and University
- 5° Arranging monthly meetings with the Councillors in your interest group
- 6° Acting as chair at monthly group meetings
- 7° Addressing issues that arise with the Head of relevant services such the Director of Student Affairs and any department heads for whom there is no corresponding Councillor as required or at least twice per semester
- 8° Maintaining a close working relationship with the other Council Chairs
- 9° Coordinating events aimed at developing an insight into what students' ideal UL experience would be with the assistance of the Union's Events and Promotion Manager
- 10° Liaising with the Chair of Council to ensure information passes to all students
- 11° Promoting Union campaigns and engagement amongst students
- 12° Maintaining a log of all issues arising relating to the UL experience, their status and date of resolution to be sent to the relevant Sabbatical Officer in weeks 4, 8 and 12 of each semester, or more frequently as necessary
- 13° Attending all scheduled Council Meetings, General Meetings and relevant Council sub-committee meetings
- 14° Working as part of the Students' Union team to ensure the effective democracy and engagement
- 15° As a member of the executive the UL Experience Chairperson will sit as a trustee for the Union on the Management Committee and therefore on submission of their nomination form and subsequent election to the position will be accepting to be a trustee on the management committee

Job Description of the UL Faculties Representative (elected from Student Council)

51. The role of UL Faculties Representative who shall be a member of the executive committee, shall:

- 1° Adhere to the Faculty Officer Policy
- 2° chair the Academic Working Group
- 3° share some of the responsibility for Department Rep Recruitment
- 4° ensure the Faculty officer make contact with the respective Dean of their Faculty and facilitate meetings between Department Reps and the Dean & ADsAA
- 5° attend Education WG
- 6° Responsible, with Faculty Chairs for the development of Student Council
- 7° be responsible for signing Student Council Reps in at Council and when unavailable shall delegate that responsibility
- 8° represent Department Reps on Faculty issue/issues that affect more than one course
- 9° be answerable to the Education Officer and Student Council
- 10° where applicable, attend Faculty Board in place of an absentee faculty officer
- 11° act as the first point of contact for advising Department Reps
- 12° keep in regular contact with Department Reps and Faculty Officers
- 13° As a member of the executive the Faculties Chairperson will sit as a trustee for the Union on the Management Committee and therefore on submission of their

nomination form and subsequent election to the position will be accepting to be a trustee on the management committee

Job Description of the Clubs Officer

52. The role of Clubs Officer who shall be a member of the executive committee, shall:

- 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.
- 4° The Clubs Officer shall be a member of the SU Executive, and shall have specific responsibilities pertaining to their role and responsibilities to Clubs and Societies Executive, the below responsibilities are pertaining to the Clubs Officer's role and responsibilities as a member of the Executive which will include:
- 5° Representing the clubs and Societies agenda to the Executive and Council
- 6° Report to the Executive on issues relating to Clubs & Societies Executive and Council and relaying information back to the Clubs and Societies Executive
- 7° Ensure Article 12.2 is adhered to by the executive and council
- 8° Attending all scheduled Council Meetings, General Meetings and relevant Council sub-committee meetings Working as part of the Students' Union team to ensure the effective democracy and engagement
- 9° As a member of the executive the Clubs Officer will sit as a trustee for the Union on the Management Committee and therefore on submission of their nomination form and subsequent election to the position will be accepting to be a trustee on the management committee

Job Description of the Societies Officer

53. The role of Societies Officer who shall be a member of the executive committee, shall:

- 1° Shall advise and aid in the development and organisation of all societies.
- 2° Shall be familiar with the affairs of all societies on campus and shall also be responsible for the development of new societies on campus. The Societies Officer shall sit on the Club and Societies Executive.
- 3° Shall sit on the Club and Societies Executive.
- 4° The Societies Officer shall be a member of the SU Executive, and shall have specific responsibilities pertaining to their role and responsibilities to Clubs and Societies Executive, the below responsibilities are pertaining to the Societies Officer's role and responsibilities as a member of the Executive which will include:
 - 5° Representing the clubs and Societies agenda to the Executive and Council
 - 6° Report to the Executive on issues relating to Clubs & Societies Executive and Council and relaying information back to the Clubs and Societies Executive
 - 7° Ensure Article 12.2 is adhered to by the executive and council
 - 8° Attending all scheduled Council Meetings, General Meetings and relevant Council sub-committee meetings Working as part of the Students' Union team to ensure the effective democracy and engagement
 - 9° As a member of the executive the Clubs Officer will sit as a trustee for the Union on the Management Committee and therefore on submission of their nomination form and subsequent election to the position will be accepting to be a trustee on the management committee

Job Description of the Postgraduate Students' Union Executive Nominee

54. The role of Postgraduate Students' Union Executive Nominee who shall be a member of the executive committee, shall:

- 1° The PSU Executive Nominee shall be a member of the SU Executive, and shall have specific responsibilities pertaining to their role and responsibilities to PSU Executive, the below responsibilities are pertaining to the PSU Executive Nominee's role and responsibilities as a member of the Executive which will include:
 - 2° Representing the Postgrad students agenda to the Executive and Council
 - 3° Report to the Executive on issues relating to PSU Executive and Council and relaying information back to the PSU Executive
 - 4° Ensure Article 13 and appendix 4 (Memorandum of Understanding) is adhered to by the executive and council
 - 5° Attending all scheduled Council Meetings, General Meetings and relevant Council sub-committee meetings
 - 6° Working as part of the Students' Union team to ensure the effective democracy and engagement
 - 7° As a member of the executive the PSU Executive nominee will sit as a trustee for the Union on the Management Committee and therefore on submission of their nomination form and subsequent election to the position will be accepting to be a trustee on the management committee

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 on the 16th April 2013 at 7pm.
4. Changes which affect Sabbatical Officer Duties, Functions, Roles, and Titles shall come into force for the sabbatical positions of the Academic year 2013/2014.
5. Changes to all representative positions shall come into force at the start of the Academic Year 2013/2014.
6. All policies, with the exception of those listed in Appendix 6 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 2014/2015.

APPENDICES

Appendix 1	Disciplinary Procedure
Appendix 2	Students' Union Code of Conduct
Appendix 3	Declaration of Trust
Appendix 4	Memorandum of Understanding between the Postgraduate Students' Union and the Union
Appendix 5	An Focal Charter
Appendix 6	List of Referenda and Results
Appendix 7	List of Current Union Policies
Appendix 8	<i>Amendments</i>

Appendix 1

DISCIPLINARY PROCEDURE

1. The members of the union shall be expected to abide by this constitution and related documents in the appendices at all times, as well as the union's equality policy.
2. The union's disciplinary policy has authority over any premises managed by the union, any union activities, including the activities of any union club or society, or any misconduct which takes place outside union premises but is connected with the union and is likely to affect the reputation of the union.
3. If an individual member of a Clubs or Society, members posing as members of a Club or Societies or a Club or Societies is deemed to have breached the Clubs & Societies code of conduct or the rules set down in the Clubs & Societies Rulebook their conduct shall be examined according to the grievance procedure contained in the Clubs & Societies Rulebook.
4. If a member, club or society is deemed to have breached the rules of the union their conduct shall be examined by a panel of three Student Council members known as the disciplinary committee with an option to invite the Union Solicitors to the committee.
5. The disciplinary committee shall be convened within seven college days of the alleged offence occurring. The member shall be given written notification of the time, date and place of the hearing, together with written notification of the alleged breach, at least three days before the hearing.
6. In cases involving the misuse of union facilities or resources or behaviour likely to cause potential danger or offence to students, staff or other persons, the member or club or society may be suspended from the use of particular union facilities or resources until the disciplinary committee has reached a decision.
7. No person shall sit on the union disciplinary or appeals committees if they are a witness, potential witness, the complainant or directly connected with the member being charged.

8. The person bringing the charge or his/her representative shall call witnesses to give evidence as appropriate. They shall ask questions of the witnesses. The member or his/her representative may also ask questions of the witnesses.
9. The member or his/her representative may call their own witnesses to give evidence and present any relevant documents to the panel. They may ask questions of the witnesses. The person bringing the charge or his/her representative may also ask questions of the witnesses.
10. The committee may ask questions of any witnesses, the person bringing the charge or their representative and the student or their representative.
11. The disciplinary committee shall then deliberate on the matter and decide on the appropriate action to be taken. The committee shall base its decision on evidence presented and examined in the presence of the person bringing the charge and the student, being charged. Evidence of any earlier misconduct shall not be presented until after the decision has been reached on the facts of the case, but then may be admitted and considered in deciding on any punishment. The ultimate sanction shall be the suspension of union membership for a period of time.
12. The union disciplinary committee may refer any matter to the University discipline committee.
13. The disciplinary committee must inform the person of their right of appeal and that any appeal should be made in writing to the President council within five college days.
14. If the student is unhappy they may appeal to an appeals committee made up of three Executive members appointed by the Student Council. The member shall be notified in writing at least five college days in advance of the meeting.
15. The appeals committee shall hear the reason for the appeal and the rationale behind the original decision. They shall also hear any new evidence that has emerged since the disciplinary meeting. The matter shall be put to the vote and the decision shall be final.
16. The hearing shall normally take place in private. However the subjects of any charge may request that the hearing is held in public. A record shall be kept for

use in any appeal. The decision of the disciplinary or appeals committee will be posted on a union notice board if requested by the subject of any charge.

17. The directly elected executive officers and council representatives may be removed from office under article 20 of this constitution.
18. The indirectly elected executive officers may be removed by the same rule under article 20 but only by their constituencies. For example, Clubs & Societies Officers can be removed under article 20 by the constituencies they were elected from, the members of the Clubs or Societies. The Faculties Representative can be removed under article 20 by the members of student council that elected them, the department reps within the faculty. The PSU Executive Nominee as affiliates to the organisation cannot be deemed resigned by the union they can be exclude from representing postgrads on union committees and the Executive would seek the PSU Executive to nominate another representative.
19. The Department Representatives can be removed under article 20 but only by their constituencies.
20. The Interest Group Chairpersons and Councillors are directly elected and as such can be removed under article 20 of this constitution.
21. The regulations for a ballot to remove a member of the executive from office shall be determined by the returning officer, within the limits of this constitution.
22. Any member of the student council or any other committee can be automatically deemed resigned under Article 20 of this constitution.
23. Any resignation must be in writing to the union solicitor through the chair of council. Resignations shall take effect immediately, and be reported to the student council. In the case of any vacancy arising a by-election shall be held in accordance with Schedule One (Election Regulations) of this constitution.

Appendix 2 STUDENTS' UNION CODE OF PRACTICE

This code of practice is approved by Student Council which requires that the union shall take such steps as are reasonably practicable to secure that the union operates in a fair and democratic manner and is accountable for its finances. The code of practice should be read in conjunction with the constitution, schedules and appendices.

Constitution

1. The union shall have a written constitution, approved by the members and reviewed by the student council at intervals of not more than five years. Any amendments to the constitution shall be approved by the student council.

Elections

2. Appointment to major union offices shall be by election in a secret ballot in which all members of the union are entitled to vote, in accordance with clause 4 and Schedule One (Election Regulations) of the constitution.
3. The council shall agree the appointment of an independent returning officer to conduct the elections and shall satisfy itself that the elections to major union offices are fairly and properly conducted.

Sabbatical Officers

4. No person shall hold sabbatical union office, or paid elected union office, for more than two years in total.

Membership

5. All registered students of the college shall be members of the union.

Finances

6. The financial affairs of the union shall be properly conducted in accordance with article 15 and schedule 4 (Financial Regulations) of this constitution and include appropriate arrangements for the approval of the union's budget and the monitoring of expenditure by the corporation.
7. The annual audited accounts of the union shall be made available to the University's Finance Committee and to all students.

Allocation of resources to clubs, societies and groups

8. The procedure for allocating resources to clubs, societies and groups shall be fair in accordance with articles 12,13, 15 and schedule 2 (Clubs and Societies),

schedule 6 and appendix 4 (PSU and Union regarding financial agreement) of this constitution and shall be made available in writing to all students.

Affiliation to external organisations

9. Any motion to affiliate to an external organisation shall be published, stating the name of the organisation and details of any subscription or similar fee paid or proposed to be paid, and of any donation made or proposed to be made to the organisation and any such notice shall be made available to all students, in accordance with article 23 of the constitution.
10. The union shall, on an annual basis, publish a list of the external organisations to which the union is currently affiliated and details of subscriptions or similar fees paid or donations made to such organisations in the past year, which shall be made available to the council and to all students.

Freedom of speech

11. The union and its members are bound to observe the University's code of conduct/practice in relation to freedom of speech

Complaints

12. The following complaints procedure shall be made available to all students or groups of students who are dissatisfied in their dealings with the union or claim to be unfairly disadvantaged.
13. Any complaint about the union shall be addressed to the president. In any circumstances where the complaint relates to the president, it shall be addressed to the Deputy President.
14. The president shall make a written reply within ten college days.
15. If the complainant is not satisfied with the response they may appeal to the secretariat. The secretariat shall respond to the complainant within ten college days.
16. If the complainant remains unsatisfied with the response provided by the secretariat, the executive shall appoint an independent person to consider and resolve the complaint.

17. Members who complain will also be referred to the mechanisms in this constitution to fine or remove officers, refer to discipline committee and change the policy of the union.

Appendix 3 Declaration of Trust
To be inserted once created.

Appendix 4 Memorandum of Understanding between the Postgraduate Students' Union and the Union



Memorandum of Understanding Between ULSU & PSU

This Memorandum of Understanding is entered into by and between the President of the Postgraduate Students' Union (PSU) and the President of the Students' Union (ULSU) in the academic year 2013/2014. It has been drawn on an account of a previous MoU being deemed void and dissolved by both bodies.

This Memorandum recognises the historical and continued representation of all University of Limerick (UL) Students by both the ULSU and the PSU.

In order to ensure clear communication and efficient representation on behalf of the students we represent, this document should lay down the roles of both bodies and our working relationship.

As such we commit to adhering to the following:

1. Working relationship

- a. In order to ensure that the two unions avoid disrepute, and work together to promote the interests of the students, both unions formally agree to continue to cooperate in the general area of student representation and commit to an open exchange of information on matters pertaining to the student population
- b. The PSU, through its representative on the SU Executive, shall strive to promote the view of the PSU so as to ensure that all SU decisions are made in the interest of the whole student body
- c. The SU, through its representative on the PSU Executive, shall endeavour to put forward the views of the SU so that fully informed decisions can be made by the PSU
- d. In order to maintain continuity year on year, a position of observer status for a full time staff member of the SU should be created on the PSU Executive
 - i. This will either be fulfilled by the General Manager or the Representation and Organisation Development Manager
- e. Should both Unions come into conflict, a meeting of the Commission of Arbitration shall be called in order to relieve the situation

2. Representation of Student Body

- a. While it is the role of ULSU to represent all students, both bodies shall recognise the PSU as the primary body for Postgraduate Students internally and externally
- b. As such, PSU shall have the leading responsibility in all matters relating to Postgraduate Students
- c. On matters relating to all students, both bodies shall cooperate in working for the interests and needs of all students.
- d. Postgraduate students are entitled to vote on all ULSU issues and elections as well as PSU issues and elections. Undergraduate students are not permitted to vote on PSU issues or electionsⁱ.
- e. Postgraduate Students are also entitled to run for ULSU positions. In addition, the PSU Executive and Council members are granted observer status on ULSU Council. Undergraduate students will not be permitted a seat on PSU Executive or Council with the exception of the elected positions of ULSU Executive Representative and the C&S Executive Representative.

3. Financial Agreement

- a. PSU shall be funded by the capitation contribution of Postgraduate Students
- b. The wages of the PSU President shall come directly from the Postgraduate Student Capitation
- c. Once the Presidents wages have been deducted, the PSU will make a 2/3 contribution from Postgraduate student capitation to UL Clubs & Societies(C&S). This will be made in 2 instalments; one in November and one in March.
- d. Once the Presidents wages and the C&S Contribution have been deducted, the PSU will make a financial contribution of a flat rate of 9,800€ to the ULSU for the services and support to be paid in Semester 1.
- e. PSU shall take responsibility for the book-keeping of all PSU finances with the exceptions of;
 - i. The ULSU Financial Accountant shall maintain the Payroll of the PSU
 - ii. The ULSU Financial Accountant shall also oversee the activity within the PSU Financial Aid Account
- f. At the beginning of the financial year, the PSU shall present a proposed budget to and to be passed by
 - i. PSU AGM
 - ii. C&S Council
- g. At the end of the financial year, the PSU audited accounts must be present to and passed by the following:
 - i. PSU AGM

- ii. PSU Council
- iii. C&S Council
- h. Additionally, audited accounts must be presented to
 - i. ULSU Council

4. Clubs and Societies

- a. A PSU Representative from the PSU Executive shall sit as a voting member of the Clubs & Societies Executive to contribute to the decisions made by C&S Executive in the interest of Postgraduate Students
- b. A Clubs & Societies Representative from the C&S Executive shall sit as a voting member of the PSU Executive, representing the views of Clubs & Societies and bringing forward information where necessary to ensure informed decisions are made by the PSU Executive.
- c. The C & S representative on the PSU executive will work to promote and engage with postgraduate students about clubs and societies.

Date: _____

Signed

PSU President
Lily Carroll

PSU Vice President
Keith Young

SU President
Emma Porter

SU Deputy President
Catriona Ní Dhonnchú

¹ Postgraduate Students who wish to run for ULSU Sabbatical positions are reminded that this position encompasses representation of the entire student body

Appendix 5 An Focal Charter

1. Status

An Focal is the University of Limerick's Students' Union newspaper. Every student who is currently registered as a student of UL is a member of the Students' Union. As such *An Focal* should reflect the opinions of the students of UL. In reflecting these opinions *An Focal* shall, as far as is possible, give preference to publishing articles written by the students of UL and should also endeavour to have as much UL centric content as possible.

The views and opinions expressed in *An Focal* are those of the individual, and do not reflect those of the University of Limerick's Students' Union.

2. Role

The role of *An Focal* shall be;

2.1 To provide a forum for both student opinion and the reporting of issues, news and events which are of concern to students; Student opinion shall be facilitated within the bounds of editorial control and compliance with the Code of Practice

2.2 To fairly and accurately represent sources as well as issues of importance to the campus community through objective reporting/the print medium

2.3 To respect the diversity of opinions of the campus community and empower its members to engage in conversation through the pages of the newspaper

2.4 To present stories that are fair and balanced by striving to include all known perspectives

2.5 To respect the mission of the *University of Limerick*

2.6 To clearly distinguish its content, keeping separate editorial opinion and advertisements from original news reporting

2.7 To promptly correct any errors in reporting

3. Organisation

3.1 The Editor(s) of *An Focal* shall be appointed by the Students' Union Publications Committee, which shall consist of, but is not limited to, the Students' Union President, the General Manager of the Students' Union, a member of the Students' Union Executive, and, where possible, a former Editor or professional journalist.

3.2 The Editor(s) must be a registered student at the *University of Limerick*, and therefore a member of the University of Limerick Students' Union.

3.3 To avoid any potential conflict of interest, the Editor(s) may not be a member of the Students' Union Executive or the Clubs' and Societies Executive.

3.4 The appointed Editor(s) will have the necessary expertise and/or will be provided with the training necessary to carry out the role.

3.5 The role of the Editor(s) shall be to facilitate Section 2.1 in a voluntary capacity.

3.6 The Editor(s) shall have editorial control of the newspaper, in accordance with the regulations specified in this Charter and the Code of Practice.

3.7 The Editor(s) shall sign a Memorandum of Understanding with the Students' Union that expresses the willingness of the Students' Union not to compromise the editorial independence of *An Focal* and the willingness of the Editor(s) to comply with this Charter.

3.8 The Editor(s) shall appoint the necessary number of sub-editors to assist in the editing of *An Focal*, who shall also act in accordance with the regulations in this Charter and the Code of Practice.

3.9 The sub-editors should meet regularly. Those failing to attend meetings and send satisfactory apologies to the Editor(s) may be called before the Students' Union Publication Committee.

3.10 *An Focal* should aim to produce a minimum of three printed publications a semester, the dates and deadlines of which should be outlined prior to the beginning of the academic year by the Editor(s), who is to inform the Students' Union Publications Committee no later than one week before the commencement of Semester One.

3.11 *An Focal* shall endeavour to be self-financing. While a contingency fund exists to support *An Focal* in the SU budget, guidelines around how and when this can be used are contained in Section 6.

4. Relationship with the Students' Union

4.1 The Students' Union Publications Committee, which shall consist of, but is not limited to, the Students' Union President, the General Manager of the Students' Union, a member of the Students' Union Executive, and, where possible, a former Editor or professional journalist, will be responsible for interviewing and selecting an Editor(s).

4.2 The Students' Union Publications Committee will meet a minimum of twice a semester, and whenever else it is deemed necessary to do so.

4.3 The position(s) of Editor is a voluntary position which is occupied by a student of UL. While this is a voluntary position, the Editor(s) shall endeavour to be professional at all times in their conduct. The role of the Editor(s) is highlighted above.

4.4 The relationship between *An Focal* and the administrative body of the Students' Union is that *An Focal* shall answer to sabbatical officers when they are speaking in their representative capacity; i.e. on behalf of the students who have mandated them. In an individual capacity, sabbatical officers are to be treated as any other member of the student body is treated.

4.5 The Editor(s) shall be assisted by a minimum of one Co-operative student who has been placed in the Communications Office of the Students' Union, whose primary focus shall be to help secure advertising for *An Focal*.

4.6 The Editor(s) will be encouraged to work from the Communications Office in the Students' Union as often as possible.

4.7 The Editor(s) will endeavour to send a representative to both Student Council and C&S Council in order to facilitate the obligations under Section 5.2

5. Code of Practice

5.1 *An Focal* shall follow the *Press Council of Ireland's* Code of Practice. A copy of which is available both in the accompanying appendix and on from the Press Council of Ireland website <http://www.pressombudsman.ie/code-of-practice.150.html>

5.2 *An Focal* shall have the following preference while attempting to report on issues, news and events which are of concern to students; those affecting *University of Limerick* students, those which refer to University news, those affecting students nationally, national issues, other.

6. Finance

6.1 *An Focal* shall endeavour to be self-financing.

6.2 The contingency fund for *An Focal* which is provided for by the University of Limerick Students' Union shall be subject to the following terms;

6.2.1 The contingency fund is not a set amount and varies from year to year depending on the commitments and income of the Students Union.

6.2.2 It should be accessed only as a last resort.

- 6.2.3 If the contingency fund is accessed, efforts should be made, within the semester, to replenish the fund through additional advertising income.
- 6.2.4 The contingency fund is a safety net and should not be seen as a pool of money to be used whenever and where ever needed.
- 6.2.5 Prior authorisation/approval is needed from the Students' Union Executive before the fund can be accessed.
- 6.2.6 Should the Contingency fund be depleted in any one academic year, no further monies will be made available for the Printing/Publishing of *An Focal* until the following academic year.

6.3 Where it is deemed necessary by the Publications Committee, and has been approved by the Students' Union Executive, the Editor(s) may agree to hire an individual to find advertising based on a Commission basis.

- 6.3.1 This individual shall be appointed by the Students' Union Publications Committee, through a formal process.

7. Complaints & Remedies

7.1 Complainants are instructed to make their feelings known, in writing, to the Editor(s) and the General Manager/President of the Students' Union at the time where the issue arises.

7.2 In the first instance, the Editor(s) will seek to resolve the issue.

7.3 If the Editor(s) and the complainant fail to agree a resolution, the complainant may take the issue to the Students' Union Publication Committee, who will hear representations from both parties and may take advice before making a decision which will be binding.

7.4 The Committee has the power to suspend or dismiss an Editor(s) where it is deemed a necessary course of action.

8. Recognition of the Charter

8.1 By signing the Memorandum of Understanding, the Editor(s) and the Students' Union agree to comply with this Charter.

8.2 Alterations to this Charter must be approved by the Students' Union Executive following a drafting process that includes input from the Students' Union Publications Committee and the current/former Editor(s)

Appendix 6**List of Referenda and Results**

Year	Provision	Turnout	Result	% In favour
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	
2012	Extending and Increasing Student Levy	4,281	NO	61.34%

Appendix 7 List of Current Union Policies

1. ULSU Alcohol Guidelines 2013- amended 5th March 2013(for renewal March 2016).
2. ULSU Class Rep Council Attendance Policy 2013- amended 5th March 2013(for renewal March 2016).
3. ULSU Class Reps Council Policy (Class Representatives) 2013- amended 5th March 2013(for renewal March 2016).
4. ULSU Course Board Policy 2010- New 12th October 2010 (for renewal October 2013).
5. ULSU Final Year Projects Policy 2009- amended 1st February 2011 (for renewal Feb 2014).
6. ULSU Email Policy 2006 renewed 12th October 2011 (for renewal October 2014).
7. ULSU Faculty Officer Policy 2010- New 12th October 2010 (for renewal October 2013).

(Updated 16TH April 2013) (Policy should be reviewed at AGM after a policy becomes 3 years old)

Appendix 8 Amendments

5th Nov 2013, Student Council amended Article 5.3

5.3 The returning officer shall be responsible for deciding the wording of the question on the referendum ballot paper. The referendum shall be supervised by the returning officer. *The polling stations shall be open for four university days.*

5.3 The returning officer shall be responsible for deciding the wording of the question on the referendum ballot paper. The referendum shall be supervised by the returning officer. **The polling stations shall be open for twenty-eight hours, at least 10 of which shall include a manned polling station on campus.**

The amendment was made for practical reasons. Allowing a polling stations to be open for four university days was deemed unnecessary and difficult to maintain.

By allowing the polling stations to remain open for 28 hours gave members who were off campus ample time to vote.

4th Feb 2014 Student Council Amended Article 7.4

7.4 The Executive shall be non-voting members of Council (except for the Chair of Council who has the casting vote). All Union members shall have participant status at Council, but can be asked to leave at the request of the Chairperson. Council may grant Participant or Observer status on any other person as deemed appropriate.

7.4 The Executive shall be non-voting members of Council **(except for the Chair of Council who has the casting vote and the Faculty Representative who will vote on behalf of their department)**. All Union members shall have participant status at Council, but can be asked to leave at the request of the Chairperson. Council may grant Participant or Observer status on any other person as deemed appropriate.

The amendment was made as the Department Representative who was elected to Faculty Representative on SU Executive previously lost their Student Council vote. This meant there was no vote on Student Council to represent the students within that faculty.

4th Feb 2014 Student Council Amended Article 6.3

Article 6. General Meeting.

3. *The quorum for a General Meeting shall be 200 members.*

3. The quorum for a General Meeting shall be 100 members.

The amendment was made as the majority of recent UGMs failed to make quorum. This has impeded the Union advancing its objectives and complying with required procedures according to this constitution.

4th Feb 2014 Student Council Amended Schedule 1.16 Election Regulations

1.16. Reopen nominations (RON) shall be a candidate in all union elections.

1.16 Reopen nominations (RON) shall be a candidate in all union elections where the electronic voting system allows for such option to be facilitated effectively.

The amendment was made as currently (2014) implementing Reopen nominations (RON) on the eVoting system is problematic. Currently the eVoting system allows votes to give RON any voting preference. This would cause issues when the eVoting system allows allocation of 2nd, 3rd, 4th preference votes.

18th Feb 2014 Student Council Amended Article 11

Article 11: Electoral and Referenda Board.

18. There shall be an Electoral and Referendum Board as outlined in schedule 1 (Election Regulations) of this constitution. The Electoral & Referendum Board may be recognised by the Student Council provided that they meet the requirement set out in the aforementioned schedule. The procedure for all elections and referenda shall be determined by the Electoral & Referendum Board.

1. There shall be an Electoral and Referendum Board as outlined in schedule 1 (Election Regulations) of this constitution. The Electoral & Referendum Board is recognised by the Student Council provided that they meet the requirement set out in the aforementioned schedule. The procedure for all elections and referenda shall be determined by the Electoral & Referendum Board.

18th Feb Student Council Amended Schedule 1.18.2c

Schedule 1: Election Regulations

18.2 c) The Volunteering Councillor, Professional Placement Councillor, Campus Facilities Councillor, Student Services Councillor, Community Councillor, Experience Councillor and

Cooperative Education Councillor under the remit of the UL Experience Chairperson (executive officer)

18.2 c) The Volunteering Councillor, First Year Councillor, Campus Facilities Councillor, Student Services Councillor, Community Councillor, Experience Councillor and Cooperative Education Councillor under the remit of the UL Experience Chairperson (executive officer)

The Professional Placement Councillor position was removed as the Department Representative for Education and Professional Studies represent student teachers, Nursing and Midwifery Department Representative represent student nurses and Clinical Therapies Department represent therapists when they are on placement.

18th Feb Student Council Amended Schedule 1.61

Schedule 1: Election Regulations

61. 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.

61. Campaign Managers have the sole right to call a recount on behalf of their candidate up to 4pm the following day after the result of the count has been announced.

This change was made for practical implementation purposes.

18th February Student Council amended Schedule 1.35

Schedule 1: Election Regulations

35. The Returning Officer shall, where possible, make it public knowledge where any defamatory material is coming from.

35. The Returning Officer shall, where possible, make it public knowledge where any defamatory material and deliberate misinformation is coming from.

This addition was made to ensure fairness and transparency.

4th March Student Council Amended the Preamble

This constitution may be amended by Student Council, a referendum and general meeting can mandate council to amend the constitution.

This constitution may be amended by referendum and general meeting. Student Council may amend constitution schedules and appendices by qualified majority.

4th March Student Council Amended Article 7.7.2

Article 7: Student Council

7.7. The role of Student Council shall be to:

1° Set policy of the union

2° Amend the constitution and schedules as appropriate

7.7. The role of Student Council shall be to:

1° Set policy of the union

2° Amend the schedules and appendices as appropriate

Article 7 and the Preamble was edited to prevent Student Council from amending the Constitution articles. Only UGM and referenda may edit the constitution.
