

# **UCD Students' Union Constitution**

## **Proposed Constitution 2015**

## **Article 1 – Title of the Organisation**

- 1.1** The name of the organisation shall be 'University College Dublin Students' Union' – abbreviated 'UCDSU' and in the Irish language: 'Aontas na Mac Léinn, An Coláiste Ollscoile, Baile Átha Cliath' – abbreviated AMLÉ COBÁC hereinafter referred to as 'the Union'.

## **Article 2 – Fundamental Objectives**

- 2.1** The objectives of the Union shall be the promotion and furtherance of any matters of interest to its membership, and without prejudice to the generality of the foregoing, in particular:
- 2.1.1** To act as the recognised means of communication between the members of the Union and the University.
  - 2.1.2** To act as a representative body for its members and other persons registered as students of the University.
  - 2.1.3** To promote the practice of democratisation at all levels of higher education through collective and individual participation of the members of the Union.
  - 2.1.4** To provide and manage social, recreational and commercial services for the benefit of its members.
  - 2.1.5** To promote discussion and research on all matters of interest to the Union, and particularly on matters pertaining to the education and welfare of the members and other persons registered as students of the University.
  - 2.1.6** To assist clubs, societies and other student organisations within the University where possible.
  - 2.1.7** To seek to promote the objectives of the Union through developing and maintaining good relations with students and student bodies in other higher education institutions, both within Ireland and elsewhere.
  - 2.1.8** To develop and maintain good relations with the University where consistent with the best interests of the members of the Union.
  - 2.1.9** To secure and defend the fundamental rights of its members set out in Article 4 of this Constitution.
  - 2.1.10** To strive for an effective and united system of national student representation.
  - 2.1.11** To develop the Irish language among its members, and throughout the University.

## **Article 3 – Membership**

- 3.1** The membership of the Union shall be as follows:
- 3.1.1** All persons registered as students with University College Dublin, hereinafter "the University", who are pursuing recognised degree or diploma courses of the University.
  - 3.1.2** All members of the Union Executive.
  - 3.1.3** Such other persons as may be admitted under the provisions of Article 3.2.
- 3.2** The IADB may grant membership of the Union for the current academic year to any person who has previously been registered as a student with the University and a member of the Union, but who has taken leave from their specific programme of study during the current academic year.

**3.2.1** Membership shall not take effect until such time as the person in question has paid a membership fee determined by the IADB.

**3.3** Any student registered with the University in a programme or course not provided for within the provision of Article 3.1 who is not a member by virtue of Article 3.2 shall not be a member of the Union. They shall, however, be entitled to all services and facilities of the Union that are ordinarily offered to members.

#### **Article 4 – Fundamental Rights of Membership**

**4.1** Every Union member is entitled to all the rights and freedoms as set out in this Article irrespective of race; colour; gender; age; religion; language; sexual orientation; gender identity; disability; political or other opinion; nationality; ethnicity; socio-economic or other status; provided that in enjoying such rights, the rights of others are not infringed.

**4.2** Every Union member shall have the right to equal access to the facilities and services of the Union.

**4.3** Every Union member shall have the right to freedom of opinion and expression.

**4.4** Every Union member shall have the right to freedom of peaceful association.

**4.5** Every Union member or officer shall have the right to appeal decisions of the Union, or any officer or organ of the Union, to the IADB in such manner as is laid out in this Constitution. The foregoing is without prejudice to the right of any other officer or individual to appeal a matter to the IADB where permitted by Article 16.

#### **Article 5 – Governance of the Union**

**5.1** The authority of the Union shall be vested in, and exercised by, the organs established by this Constitution; namely, a referendum, the Union Council, the Union Executive and the President.

**5.2** All materials, physical and electronic (including intellectual property), produced by the members of the Union Executive, Campaigns Forum, Entertainments Forum and Union Council and Union employees in the course of their duties shall remain, at all times, the property of the Union.

#### **Article 6 – The Referendum**

**6.1** A referendum of all the members of the Union shall be the supreme authority on all matters relating to the governance of the Union.

**6.2** There shall be four categories of referendum, namely: Constitutional Referendum; Policy Referendum; Consultative Referendum; and Impeachment Referendum.

**6.3** A referendum shall be called by the Returning Officers on the written petition of not less than 3.5% of the total registered membership of the Union (hereinafter "by petition") or on the direction of Council (hereinafter "by direction").

**6.4** The primary date of polling in a referendum shall be a weekday on which lectures are generally held in the University and which is not more than 28 days and not less than 14 days from the date on which the referendum is called. If lectures are not generally held on any days which are not more than 28 days and not less than 14 days from the date on which the referendum is called, the Returning Officers may with the consent of the IADB schedule the primary date of polling in the referendum in question for a weekday on which lectures are generally held in the University and which is not more than 35 days and not less than 14 days from the date on which the referendum is called. Where the Returning Officers do not exercise their discretion to extend the time as aforesaid, or the IADB refuse their consent for such an extension, or if no weekday on which lectures are generally held in the University falls in the

35 days from the date on which the referendum is called, the referendum petition or direction will be deemed to be rejected by the Returning Officers and no referendum shall take place.

- 6.5** In the case of a referendum by petition, each petitioner must sign the referendum petition underneath, at the end of, or on a sheet attached to, an exact copy of the wording of the proposed referendum and provide their name, programme, stage and student number.
- 6.6** In the case of a referendum to be called by direction:
- 6.6.1** The direction shall be made by means of a motion passed at a quorate meeting of Union Council. The motion must include the exact wording of the proposed referendum.
- 6.6.2** Notice of a referendum motion must be given to the members of Council at least one week in advance of the relevant Council meeting. Such notice shall be given in a manner consistent with the Standing Orders of Council.
- 6.7** A Constitutional Referendum shall be the only means by which this Constitution may be amended.
- 6.7.1** A Constitutional Referendum shall be deemed to have passed if the majority of the votes cast at such referendum shall have been cast in favour of the proposal and not less than 12.5% of the members of the Union shall have voted at such referendum.
- 6.8** A Policy Referendum shall be called to set or amend the policy of the Union in relation to a particular issue or a related set of issues, or to set aside a policy set in a previous Policy Referendum.
- 6.8.1** A Policy Referendum shall be deemed to have passed if the majority of the votes cast at such referendum shall have been cast in favour of the proposal and not less than 10% of the members of the Union shall have voted at such referendum.
- 6.8.2** A policy set in a Policy Referendum shall remain in effect until set aside or amended by a further Policy Referendum or on a date specified in the referendum text in question.
- 6.8.3** While in effect, a policy set in a Policy Referendum shall be binding on all officers and organs of the Union, subject to the provisions of this Constitution and the law.
- 6.8.4** On request from any member, the President shall make available a document containing the exact wording of all Policy Referenda that are in effect.
- 6.9** Other than resignation, death or incapacity in accordance with this Constitution, an Impeachment Referendum shall be the only means for the vacation of office of any member of the Executive. (Any officer of the Union shall be deemed to have vacated their office if the IADB certifies that the officer in question is unable to discharge the powers and duties of their office by reason of physical or mental incapacity.)
- 6.9.1** An Impeachment Referendum which relates to a member of the Executive other than a College Officer shall be deemed to have passed if the majority of the votes cast at such referendum have been cast in favour of the proposal and not less than 10% of the members of the Union have voted in the referendum. Voting in an Impeachment Referendum which relates to a College Officer shall be restricted to members of the relevant constituency and such a referendum shall be deemed to have passed if the majority of the votes cast have been cast in favour of the proposal and not less than 10% of the members of the relevant constituency have voted in the referendum.
- 6.10** Consultative Referendum:

- (i) A Consultative Referendum may be called to gauge the opinion of the members of the Union on a particular issue.
  - (ii) A Consultative Referendum may only take place with the consent of Executive.
  - (iii) A Consultative Referendum shall be deemed to have passed, subject to subsection (iv), if the majority of the votes cast at such referendum shall have been cast in favour of a particular opinion. There shall be no quorum for a Consultative Referendum.
  - (iv) A Consultative Referendum, and only a Consultative Referendum, may take the form of a preferendum, where the members of the Union are presented with a number of options between which they can indicate their preferences in order by means of a single transferable vote.
- 6.11** Where a referendum has been called, the use of Union facilities and the expenditure of funds shall be restricted to *bona fide* groups in favour of or opposed to any such proposal, or in the case of a Consultative preferendum *bona fide* groups in favour of a specified option or options, who are recognised by the Returning Officers on an equal and pro-rata basis. Funding may be allocated by the Union on the direction of the Returning Officers on an equal and pro-rata basis with the consent of the Executive.
- 6.12** For the purposes of this Article, the Returning Officers shall calculate membership of the Union based on a current membership list of the Union from the academic year in question.
- 6.13** Where appropriate a Policy Referendum or Consultative Referendum may be used to ballot a subsection of the Union's membership. The Council motion or petition in question must state what subsection of the union is to be balloted.
- 6.13.1** Where a subsection of the Union is specified, the appropriateness of this subsection must be approved by the Returning Officers. Where the appropriateness of the subsection is so approved, the referendum shall be called by the Returning Officers either by direction or on the written petition of not less than 5% of the members of the subsection in question.
  - 6.13.2** Where no subsection is specified or the subsection is deemed inappropriate by the Returning Officers, the entire membership of the Union shall be balloted. In such a case, Article 6.3 must be complied with in full.
  - 6.13.3** Where a subsection of the membership is balloted, the quorum shall be 10% of membership of the subsection in question.
  - 6.13.4** A policy introduced by a referendum voted on by a subsection of the Union's membership shall only be binding on officers elected by or from within the subsection in question.

## **Article 7 – The Union Council**

- 7.1** The governing body of the Union shall be the Union Council, also referred to herein as "Council".
- 7.2** Subject to the provisions of this Constitution and to policies set by Policy Referendum, Union policy on any matter shall be determined by Union Council upon a simple majority of those members of Union Council present at a validly called and quorate Union Council meeting. Union policy shall include mandates for Union Officers and any Union delegations, subject to this Constitution, policies set by Policy Referendum and the law.
- 7.3** Union Council shall be composed of:
- (i) The individual members of the Union Executive;

- (ii) The individual members of the Campaigns Forum; and
- (iii) The individual Class Representatives.

**7.4** All members of Union Council shall be entitled to attend, speak and vote at Union Council, subject to compliance with the Standing Orders of Council and the right of other members of Council to attend, speak and vote at Union Council. The members of the Entertainments Forum shall not be members of Council but may be invited by Council to attend and speak at Union Council when Council determines it would be appropriate for them to do so. All members of the Union shall be entitled to attend Union Council in a manner specified in the Standing Orders of Union Council.

**7.5** Union Council shall meet least once every three weeks during the ordinary teaching terms of the University. The first meeting of each academic year shall occur within one week of the elections of Class Representatives. Save in emergency circumstances certified jointly by the President and Chairperson of Council, at least three clear days' notice of each meeting of Council shall be provided to members of Union Council with such notice also displayed publically including by notice on a specific Council page on the Union website. To proceed, meetings of Union Council are required to be quorate and the quorum shall be the presence of at least one-third of the current members of Union Council.

**7.6** The functions of Union Council shall include inter alia:

**7.6.1** The formulation of policy for the Union;

**7.6.2** The right to mandate the members of the Union Executive individually or as a body to undertake certain tasks in furtherance of any adopted policy, subject to compliance with this Constitution, policies set by Policy Referendum and the law;

**7.6.3** Ensuring that the members of the Executive, Campaigns Forum and Entertainments Forum are held accountable in the conduct of their respective roles; and

**7.6.4** The right to mandate the members of the Entertainments Forum and Campaign Forum individually or as a body to undertake certain tasks in furtherance of any adopted policy, subject to compliance with this Constitution, policies set by Policy Referendum and the law.

**7.7** Policies and mandates set by Union Council, shall lapse after 3 calendar years or at such earlier time as: (i) is specified in the motion in question; or (ii) it is resolved by Council that the policy or mandate in question has been completed to its satisfaction or is no longer of relevance.

**7.8** Meetings of Union Council shall be presided over by an independent Chairperson who shall not be a member of the Union and who shall be a graduate of the University. The Chairperson shall hold office for a three-year renewable term. The Chairperson shall be nominated by the President and ratified by Council.

**7.9** The President shall propose a Secretary, Vice-secretary and Deputy Chairperson from amongst the membership of the Union to be ratified by Council at its inaugural meeting each year. Notwithstanding the foregoing, a graduate of the University who is not at the time in question a member of the Union may be proposed for the position of Deputy Chairperson and a current auditor of a registered student society of the University who is a former member of the Union may be proposed for the position of Secretary or Vice-secretary. No member of the Union Executive, Campaigns Forum or Entertainments Forums shall be eligible to be proposed for the position of Secretary, Vice-secretary or Deputy Chairperson.

**7.9.1** The Secretary shall be responsible for keeping record of all meetings of Union Council and the Union Executive and ensuring that they are published promptly once approved.

- 7.9.2** They shall be responsible for securing a venue for meetings of Union Council and the Executive.
- 7.9.3** They shall be responsible for notifying members of Union Council and the Executive of all meetings and shall circulate all relevant documentation and/or information.
- 7.9.4** The Chair, Deputy Chair, Secretary and Vice-Secretary may only be removed from office by a motion to that effect approved by a quorate meeting of Council acting by a two-thirds majority. At least twelve days' notice of such a motion must be given.
- 7.10** The conduct of meetings of Union Council shall be regulated by Standing Orders. Standing Orders may only be altered in a manner consistent with Article 27 of this Constitution.
- 7.11** Each member of the Executive shall deliver a written report to every meeting of Council for acceptance or rejection. This report must include details of all personal expenses incurred and benefits in kind received since the last meeting of Council.
  - 7.11.1** If a member of the Executive does not submit a report by the specified deadline, or if their report is rejected, the matter shall be referred to the IADB by the Chairperson of Council.
  - 7.11.2** Where reports of a member of the Executive have been rejected on more than one occasion, a vote of no confidence in the Officer in question shall automatically be tabled for the following meeting of Union Council.

#### **Article 8 – Class Representatives (CRs)**

- 8.1** The duties of Class Representatives (also referred to herein as "CRs") are *inter alia*:
  - 8.1.1** To attend meetings of Union Council or, if unable to do so, forward apologies by email to the Union Secretary.
  - 8.1.2** To make themselves known to their constituents.
  - 8.1.3** To attend meetings of committees of which they are members and use those committees to represent the best interests of students in accordance with Union policy and the views of their constituents.
  - 8.1.4** To consult with the Stream Representatives within their constituencies on all matter relating to their duties.
  - 8.1.5** To Consult the President or relevant Officer before making any representation or printing any publication.
  - 8.1.6** To assist in the distribution of all Union publications to their constituencies.
  - 8.1.7** To regularly inform their constituents of any initiatives or campaigns being undertaken by the Union.
  - 8.1.8** To take an active role in the formation of Union policy Streamd on the interests of their constituents.
  - 8.1.9** To hold the Union Executive to account at meetings of Union Council.
  - 8.1.10** To organise social activities for their constituents and work to create a positive social environment for their class
- 8.2** A CR shall be deemed to have resigned if he or she fails to attend two consecutive meetings of Council, save when such absence is caused by justifiable circumstances which have been

explained to and accepted by the Chairperson. Such a deemed resignation will take effect one week after it is notified in writing to the Returning Officers by the Chairperson and Secretary, unless it is reversed by the Chairperson as set out in this subsection within that one week period.

- 8.3** The Returning Officers, having consulted with the President, shall set the constituencies and allocation of seats for the election of Class Representatives for the following academic year annually in the second semester in the following manner:
- (i) There shall be one seat in every constituency which has at least forty but less than one hundred and seventy members.
  - (ii) A constituency shall be allocated a second seat where it has at least one hundred and seventy members, and shall be allocated an additional seat for each full one hundred members it has in excess of one hundred and seventy.
  - (iii) The membership of a constituency shall be assessed on the basis of the number of members in the year of review.
  - (iv) The results of this review shall take effect at the Class Representative elections following the review.
- 8.4** Members of the Union who are not members of a Class Representative constituency at the time of these elections by reason of their study of a new academic programme shall be allocated to a constituency by the Returning Officers for one academic year as an interim measure.

## **Article 9 – The Union Executive**

- 9.1** The Union Executive, also referred to herein as “the Executive”, shall be responsible for the day-to-day operation of the Union. The Executive shall have powers to make decisions in place of Council in between meetings of Union Council when it is genuinely necessary to do so; any such decisions must be ratified at the next meeting of Council and shall lapse and have no further effect if not so ratified.
- 9.2** The Union Executive may only overturn or disregard a policy or mandate set by Council in extraordinary circumstances certified by either the President or two other sabbatical officers when genuinely necessary to do so in the best interests of the Union and any such decision may only be made by the Executive acting by a two-thirds majority. Such a decision must be ratified at the next meeting of Union Council and shall lapse and have no further effect if not so ratified.
- 9.3** The Executive shall consist of:
- (i) The Sabbatical Officers
  - (ii) The College Officers; and
  - (iii) The Irish Language Officer
- 9.4** All members of the Union Executive shall be directly elected in accordance with Article 19.
- 9.5** No person shall simultaneously hold more than one position on the Union Executive.
- 9.6** The President shall act as chairperson of all meetings of the Union Executive. The President may in writing designate another sabbatical officer to chair meetings in his/her absence.
- 9.7** Each member of the Union Executive must produce an annual report which must include a continuity section. The continuity section must outline areas of their responsibility which they believe are in need of further development.



- 9.8** The Union Executive shall meet as often as necessary and a minimum of every two weeks and shall be convened at the direction of the President or of a majority of members of the Executive. In ordinary circumstances 48 hours' notice of a meeting must be provided.
- 9.9** The quorum for meetings of the Union Executive shall be at least seven members during the ordinary teaching terms of the University and at least five members at other times. The Executive may permit members of the Executive to attend meetings by means of video-conferencing or audio-conferencing and members shall count towards quorum if attending in such a manner.
- 9.10** The resignation of any non-sabbatical member of the Union Executive shall take effect upon notification of same to the President. Acceptance of the resignation shall not be required.
- 9.11** All of the members of the Union Executive are obliged to act in accordance with policies or mandates enacted by a policy referendum or Union Council save as otherwise provided for in this Constitution and subject to this Constitution and the law.
- 9.12** The Union Secretary shall take minutes, and publish same and the attendance list, of each meeting of the Executive once it has been approved for publication, not later than one month after the relevant meeting. The Executive may require the Secretary to redact *bona fide* sensitive commercial, financial or personal information from such minutes.

### **Article 10 – Sabbatical Officers**

- 10.1** There shall be five sabbatical officers, who shall be elected by direct franchise in accordance with Articles 18 and 19 and who shall pursue their duties on a full-time basis. These shall be:
  - 10.1.1** The President;
  - 10.1.2** The Welfare Officer;
  - 10.1.3** The Education Officer;
  - 10.1.4** The Graduate Officer; and
  - 10.1.5** The Campaigns & Communications Officer.
- 10.2** Each of the above shall be accountable to Union Council. It shall be incumbent on the sabbatical officers to fulfil their individual role as laid out in this Constitution.
  - 10.2.1** The sabbatical officers must attend each meeting of Union Council and the Executive.
  - 10.2.2** The incoming sabbatical officers shall commence a period of crossover training alongside the incumbent sabbatical officers on 1st June of the year in question. They shall assume office on 15th June and hold it until 14th June of the following year.
  - 10.2.3** The sabbatical officers shall display on their door their office hours, including hours when they will be available to take personal queries and cases. When absent during office hours, the sabbatical officer shall display an explanatory note on their door.
  - 10.2.4** Request for holiday entitlements must be approved by the President at least one week in advance. In the case of the President approval must be sought from the Executive.
- 10.3 The President**
  - 10.3.1** The President shall be the CEO, First Officer & Chief Spokesperson of the Union and shall be responsible for the administration of the Union. All staff of the Union shall ultimately be responsible to the President.
  - 10.3.2** They shall be responsible for liaising with the Executive and Board of Directors in

preparing a master budget for the Union for their year in office.

- 10.3.3** They shall be responsible for the strategic development and overall direction of the Union.
- 10.3.4** They shall be ultimately responsible for the financial affairs of the Union.
- 10.3.5** They shall endeavour to participate on the most senior management committees of the University, including the University's Finance, Remuneration and Asset Management Committee.
- 10.3.6** They shall nominate in writing one of the sabbatical officers to deputise for them in their absence.
- 10.3.7** They shall be ultimately responsible for the provision of entertainments.

#### **10.4 The Welfare Officer**

- 10.4.1** The Welfare Officer shall be responsible for issues that relate to student welfare; including but not limited to health services; counselling services; mental health; crèche services; campus safety; transport services; students with disabilities; crisis pregnancy; financial hardship; sexual health; substance abuse; lesbian, gay, bisexual and transgender issues; and other issues of equality and social significance.
- 10.4.2** They shall be responsible for maintaining good relations with any employees or services of the University who provide welfare services or student support.
- 10.4.3** They shall endeavour to attend all meetings of committees of which they are a member and shall use those committees to represent the best interests of students.
- 10.4.4** They shall deal with all relevant personal cases and establish and develop an efficient referral service. They will adhere to strict confidentiality at all times unless doing so risks the health of the student where they may disclose information only to appropriate professionals.
- 10.4.5** They shall endeavour to work with the University to ensure effective health promotion.

#### **10.5 The Education Officer**

- 10.5.1** The Education Officer shall be responsible for dealing with issues of academic interest, including: access to education, maintenance grants and other student financial supports; quality assurance; library services, overcrowding and resources; assessments, examinations and anonymous marking; and the general academic advancement of the student body of the University.
- 10.5.2** They shall endeavour to attend all meetings of committees of which they are a member.
- 10.5.3** They shall deal with all relevant personal cases. They will adhere to strict confidentiality at all times unless doing so risks the health of the student where they may disclose information only to appropriate professionals.
- 10.5.4** They shall be responsible for the upkeep of a grinds file which shall be accessible to all students.
- 10.5.5** They shall be responsible for convening:
  - (i) A meeting of student representatives on the Academic Council at least three weeks before each meeting of the Academic Council. The purpose of this meeting shall be to determine whether items should be submitted to the agenda

of the next Academic Council meeting; and

- (ii) A meeting of student representatives on the Academic Council at least one day before each Academic Council meeting. The purpose of this meeting shall be to discuss the agenda of the Academic Council meeting.

**10.5.6** They shall endeavour to provide suitable careers information, supports and skills training to enhance the employment opportunities of members.

## **10.6 The Graduate Officer**

**10.6.1** The Graduate Officer shall be responsible for dealing with issues relating to the education, welfare and student experience of graduate students.

**10.6.2** They shall attend all meetings of committees of which they are a member.

**10.6.3** They shall assist the Welfare Officer and Education Officer with such duties of those officers as relate to graduate students. This shall include, but not be limited to, dealing with appropriate personal cases relating to graduate students, in respect of which the Graduate Officer will be bound by the provisions of Article 10.4.4.

**10.6.4** They shall maintain office hours in the Blackrock Campus at least one day per week.

**10.6.5** They shall take a leading role in all national campaigns with a particular relevance to graduate students.

**10.6.6** They shall be responsible for informing and encouraging the career development of all students and shall:

- (i) Liaise with the University Careers Office on an ongoing basis;
- (ii) Provide information on graduate employment opportunities & graduate studies; and
- (iii) Organise an annual careers and graduate education fair.

**10.6.7** They shall be responsible, along with the Campaigns & Communications Officer, for the recruitment of Graduate Class Representatives and Stream Representatives.

**10.6.8** They shall be responsible for ensuring effective communication between the Union and graduate members.

**10.6.9** They shall aim to ensure that graduate members are aware of their responsibilities in relation to University procedures.

**10.6.10** They shall use their best endeavours to seek election to the Governing Authority.

## **10.7 The Campaigns & Communications Officer**

**10.7.1** The Campaigns & Communications Officer shall be responsible for the organisation, co-ordination and implementation of all Union Campaigns throughout the University.

**10.7.2** Their duties shall include the following:

- (i) They shall maintain the Union policy document.
- (ii) They shall co-ordinate the running, on a day-to-day basis, of all Union publications, with the exception of those publications that are editorially independent whom they shall liaise with to ensure the quality of publication and content.

- (iii) They shall administer or be responsible for the administration and upkeep of the Union website and the Union's social media communications.
- (iv) They shall organise and co-ordinate Class Representative and Stream Representative activity, recruitment and training. They shall organise Class Representative Training to be held not less than two weeks after the election of Class Representatives in the first semester.
- (v) They shall be responsible for organising and administering the election of Stream Representatives.
- (vi) They shall be responsible for the co-ordination and distribution of all Union materials and notices throughout the University.
- (vii) They shall endeavour to attend the meetings of any committee of which they are a member.
- (viii) They shall co-ordinate College Officer activity.
- (ix) They shall advertise any vacancies arising on Council to the relevant constituents.
- (x) They shall act as chairperson of the Entertainments Forum.
- (xi) They shall be responsible for leading all national campaigns on behalf of the Union.
- (xii) They shall be responsible for the promotion of all union elections and referendums.

**10.8** The resignation of any sabbatical officer shall take effect upon notification of same in writing to the Chief Returning Officer. Acceptance of the resignation shall not be required.

### **Article 11 – College Officers**

**11.1** There shall be College Officers who shall be members of the Union Executive.

**11.2** The College Officers shall be the primary means of communication between the students, class representatives and Stream representatives in their constituency and the Union Executive. In particular the College Officers shall be responsible for raising awareness of issues specific to their respective constituencies in all appropriate fora including Union Council and Union Executive meetings.

**11.2.1** The College Officers shall be responsible for the distribution of information and for the implementation of the campaigns of the Union within their constituencies.

**11.2.2** Recognising the non-sabbatical nature of the College Officer positions, the sabbatical officers and the Union generally, and the Campaigns & Communications Officer in particular, shall endeavour to provide support to the College Officers in the discharge of their duties.

**11.3** The College Officers shall be responsible for the recruitment of Class Representatives and Stream Representatives within their own constituency.

**11.3.1** The College Officers shall assist the Campaigns & Communications Officer in organising the election of the Stream representatives for classes within their constituencies.

### **Article 12 – College Councils**

**12.1** Each College Officer shall arrange for a College Council meeting to occur in their respective

constituency at least twice per semester.

**12.2** Each College Council shall be comprised of the College Officer, Class Representatives and Stream Representatives from the relevant College Officer Constituency.

**12.3** The College Officer shall be the Chairperson of their respective College Council and shall have a deliberative and a casting vote in the event of a tie. A deputy chairperson and secretary shall be elected from the College Council at the first meeting of the year.

**12.4** The College Council shall provide a forum for discussion on all issues of particular relevance to a particular constituency, including, but not limited to: academic programmes; all areas of teaching & learning; facilities; catering; and all matters relating to the education, welfare and student experience of students in the relevant constituency.

### **Article 13 – Stream Representatives**

**13.1** Stream Representatives shall be elected to represent classes not adequately represented by a Class Representatives in the following manner:

- (i) A "class" shall be defined as the students of a particular stage of a specific degree or diploma of the University.
- (ii) Where no member of a class is a Class Representative, and that class forms a sub-set of a Class Representative constituency, that class may elect a Stream Representative.
- (iii) A list of such classes shall be compiled by the Campaigns & Communications Officer with the assistance of the College Officers annually within two weeks of the Class Representative Elections. The accuracy of the list is subject to approval by the Executive.
- (iv) Stream Representatives shall be elected in elections organised and administered by the Campaigns & Communications Officer.
- (v) A candidate for the position of Stream Representative must be nominated by a member of their class, which may be themselves, and may only be nominated to represent a class of which they are a member.
- (vi) If more than one member of the Union is nominated, then an election for the position of Stream Representative shall be organised from amongst the members so nominated without the inclusion of the option to re-open nominations.
- (vii) The Campaigns & Communications Officer shall conduct the Stream Representative elections guided by principles of fairness and by means of a secret ballot.
- (viii) Stream Representative elections shall occur as soon as practicable after the Class Representative elections.

**13.2** Stream Representatives shall be responsible for *inter alia*:

- (i) Liaising with lecturers, tutors & demonstrators on behalf of their class.
- (ii) Organising social events on behalf of their class.
- (iii) Fostering a sense of community within their class.
- (iv) Representing their class at College Council.
- (v) Communicating to their class in relation to Union campaigns, initiatives, events, services, policies, publications and activities.

## **Article 14 – The Campaigns Forum**

**14.1** There shall be a Campaigns Forum, which shall be chaired by the Campaigns & Communications Officer.

**14.2** The membership of the Campaigns Forum shall be as follows:

- (i) The LGBTQ+ Co-ordinator;
- (ii) The Gender Equality Co-ordinator;
- (iii) The Environmental Co-ordinator;
- (iv) The Sports Co-ordinator;
- (v) The Societies Co-ordinator;
- (vi) The Disability Rights Co-ordinator;
- (vii) The International Students Co-ordinator;
- (viii) The Mature Students Co-ordinator;
- (ix) The Residences Co-ordinator; and
- (x) The Mental Health Co-ordinator.

**14.3** Each member of the Union Executive shall have a right of attendance at the Campaigns Forum.

**14.4** The purpose of the Campaigns Forum shall be to plan and organise all Union campaigns in co-operation with the Campaigns & Communications Officer.

**14.5** The Campaigns Forum shall also act as a forum for discussion in all areas relating to equality & citizenship.

**14.6** The Campaigns Forum shall meet as often as the Campaigns Forum considers necessary and at least once every three weeks during the ordinary teaching terms of the University.

**14.7** Elections to the positions as set out in Article 14.2 above shall take place at the final meeting of Union Council of the previous academic year, with the exception of the Sports Co-ordinator & the Societies Co-ordinator.

**14.8** The Roles of the Co-ordinators shall be *inter alia*:

### **14.8.1** The Gender Equality Co-ordinator

- (i) The role of the Gender Equality Co-ordinator shall be to assist the Campaigns & Communications Officer in campaigning and lobbying on gender equality issues.
- (ii) They shall organise events pertaining to gender equality rights issues, with assistance from the Campaigns & Communications Officer.
- (iii) They shall encourage the equal involvement of men & women in all aspects of Union activity, and work with the Campaigns & Communications Officer to encourage equal gender participation at Council and the Executive.
- (iv) They shall lobby for equality of opportunity and gender equality within the University environment.

**14.8.2** The Environmental Co-ordinator

- (i) The role of the Environmental Co-ordinator shall be to promote environmental awareness and issues within the Union and the University.
- (ii) They shall be responsible for the organisation of publicity events to highlight environmental issues and to promote environmental awareness.
- (iii) They shall promote recycling on campus and ensure such facilities are maintained.

**14.8.3** The Mature Students' Co-ordinator

- (i) The role of the Mature Students' Co-ordinator shall be to represent and address the needs of mature students in relation to education, welfare and student experience.
- (ii) They shall encourage the involvement of mature students in all aspects of Union activity.
- (iii) They shall, alongside the Campaigns & Communications Officer, advertise the campaigns, initiatives, events, services, policies, publications and activities of the Union to mature students.

**14.8.4** The LGBTQ+ Co-ordinator

- (i) The role of the LGBTQ+ Co-ordinator shall be to work with the Welfare Officer and Campaigns & Communications Officer on any matter pertaining to lesbian, gay, bisexual or transgender issues
- (ii) They shall be responsible for maintaining good relations with the lesbian, gay, bisexual and transgender community within the University.
- (iii) They shall, in conjunction with the Campaigns & Communications Officer, organise campaigns in relation to lesbian, gay, bisexual and transgender campaigns and issues.
- (iv) They shall promote and defend the rights of lesbian, gay, bisexual and transgender students.

**14.8.5** The Disability Rights Co-ordinator

- (i) The Disability Rights Co-ordinator shall work with the Welfare Officer and Campaigns & Communications Officer on matters pertaining to students with disabilities.
- (ii) They shall promote the integration of students with disabilities into all aspects of the University environment.
- (iii) They shall be responsible for ensuring that all Union events are wheelchair accessible, as far as is reasonably practicable.
- (iv) They shall be responsible for maintaining good relations with societies promoting disability rights within the University.
- (v) They shall assist the Welfare Officer in the organisation of publicity events to promote disability rights and awareness.

**14.8.6** The International Students Co-ordinator

- (i) The International Students Co-ordinator shall foster links with all organisations representing international students within the University.
- (ii) They shall liaise with the University International Office and shall represent international students on any committees they sit on.
- (iii) They shall assist in the organisation of and publicity of events to promote cultural diversity within the University.

**14.8.7** The Sports Co-ordinator

- (i) The Sports Co-ordinator shall liaise with the Athletic Union Council (AUC) and sports clubs of the University to promote the interests of the sports clubs of the University.
- (ii) They shall assist the Welfare Officer in the promotion of physical health.
- (iii) They shall organise casual sporting events.
- (iv) The Sports Co-ordinator shall be deemed elected upon nomination by the AUC, and written notification of such to the Union President provided that the nominee a member of the Union. If the AUC fails to make such a nomination in advance of the first meeting of Council of an academic year, Council shall elect the Sports Co-ordinator from among the members of the Union.

**14.8.8** The Societies Co-ordinator

- (i) The Societies Co-ordinator shall liaise with the Societies Council and societies of the University to promote participation in and activity of the University's societies. They shall also promote co-operation between societies and the Union.
- (ii) They shall act as a means of communication between the Societies Council (and societies) and the Union.
- (iii) They shall assist in the organisation of joint campaigns and events between the Union and societies.
- (iv) They shall be deemed elected upon nomination of the Societies Council, and written notification of such to the Union President provided that the nominee is a member of the union. If the Societies Council fails to make such a nomination in advance of the first meeting of Council of an academic year, Council shall elect the Societies Co-ordinator from among the members of the Union.

**14.8.9** The Residences Co-ordinator

- (i) The Residences Co-ordinator shall represent the interests of on-campus residents.
- (ii) They shall endeavour to maintain good relations with the staff of the campus residences.
- (iii) They shall endeavour to foster a sense of community among the campus residences.
- (iv) They shall assist the Welfare Officer and Campaigns & Communications Officer with all community campaigns pertaining to on-campus residents.
- (v) They shall organise regular open meetings for each residence.



#### **14.8.10** The Mental Health Co-ordinator

- (i) The Mental Health Co-ordinator shall assist the Welfare Officer and Campaigns & Communications Officer in campaigning and lobbying in relation to mental health issues.
- (ii) They shall organise events to promote positive mental health and shall publicise relevant support services which are available to members of the Union.
- (iii) They shall promote awareness of issues that may affect the mental health of students of the University.
- (iv) They shall endeavour to undertake such training as may be appropriate for their role.
- (v) They shall endeavour to develop a positive working relationship with the University's student advisors and peer mentors.

**14.9** All of the aforesaid co-ordinators are obliged to act in accordance with policies or mandates enacted by a policy referendum, Union Council or Executive, subject to this Constitution and the law.

**14.10** Any of the aforesaid co-ordinators may be removed from office by Union Council acting by a two-thirds majority, provided that twelve days' notice of the relevant motion has been given.

**14.11** Each of the aforesaid co-ordinators must present a monthly report to the Executive for voting. If the Executive rejects a report it shall be referred onto Council for voting. If Council rejects this report then the co-ordinator must present their future monthly reports to Council directly, beginning with a report at the next Council meeting. If two reports of a co-ordinator are rejected by Council in a single academic year, that co-ordinator will automatically be removed from their position.

#### **Article 15 – Media**

**15.1** There shall be a newspaper of the Union published at least once every four weeks during the ordinary teaching terms of the University.

**15.2** The position of Editor of the newspaper (together with any other positions to be filled in respect of the newspaper) shall be advertised for and appointed annually in the second semester, with the incoming Editor taking office on the first day after the end of the second semester. The advertisement for the position of Editor and any other position to be filled shall be drafted by the interview panel.

**15.3** Appointments shall be made by an interview panel of five members, consisting of the President, a senior Union staff member (nominated by the President) and the three most recent Editors of the newspaper who are available and not impeded from sitting on the interview panel by a conflict of interest.

**15.4** The newspaper shall be guaranteed editorial independence from the Union.

**15.5** The Editor of the newspaper shall present a detailed and fully-costed draft budget for the following academic year to the Board of Directors by 1st August. The Board of Directors shall set the annual budget, having considered the draft budget and consulted the Editor.

**15.6** The annual budget shall separately deal with the finances of the newspaper for Semester 1 and Semester 2. The Editor of the Newspaper shall meet with the President at the end of Semester 1 for a budget review. Any negative variances in excess of 10% must be referred to the Board of Directors by the President. The Board of Directors, having consulted with both the Editor and the President, may direct that such steps as they may consider appropriate be taken in relation to the

newspaper to ensure compliance with the budget for Semester 2.

**15.6** Any profit generated by the newspaper will be available for the Editor to invest in the fixed assets of the newspaper.

**Article 16 – The Independent Appeals & Disciplinary Board (IADB)**

**16.1** There shall be an Independent Appeals & Disciplinary Board, referred to herein as “the IADB”, which shall be the final tribunal of appeal within the Union and the ultimate judicial authority of the Union. The IADB shall be the final interpreter of this Constitution.

**16.2** The membership of the IADB shall comprise;

- (i) Two former sabbatical officers of the Union (at least one of whom is a former President) who are no longer members of the Union or the Board of Directors;
- (ii) A lawyer who is independent of the Union, who shall be a practising solicitor or barrister;
- (iii) Two former members of the Union who are not former Presidents of the Union or current members of the Board of Directors and who have not been members of the Union for 3 years.
- (iv) At least two members of the IADB shall be female, but a male alternate member may take the place of a female member in accordance with this Article.

**16.3** Membership of the IADB shall be upon the nomination of the President, subject to ratification by Union Council. Membership of the IADB shall be for a term of 3 years from the date of ratification by Council of the individual member in question. There shall be no limit to the number of terms for which an individual may be a member of the IADB.

**16.4** The IADB shall elect from its membership a Chairperson and a Secretary.

**16.4.1** The contact details of the Chairperson and Secretary shall be available on the Union website unless they nominate another officer or employee of the Union to accept receipt of appeals on their behalf.

**16.5** There shall be a minimum quorum of 3 members or alternate members for any meeting of the IADB.

**16.5.1** The positions of Chairperson and Secretary of the IADB may not be held by the same individual.

**16.6** The IADB shall meet as soon as practicable following the first meeting of Union Council in each academic year to nominate a list of alternate members of the IADB. Where a member of the IADB does not attend a meeting of the IADB, the other members of the IADB may choose one of the alternate members to take the place of that member for the meeting in question. Where an alternate member is to sit as a member the IADB, they must satisfy the same criteria for appointment as the member of the IADB who they are temporarily replacing.

**16.6.1** The natural justice principles of *nemo iudex in causa sua* and *audi alteram partem* shall apply in the consideration of all appeals.

**16.7** An appeal shall be provided in writing to the Secretary of the IADB, in sufficient detail so as to allow for an initial consideration of the appeal, and the Secretary shall transmit it to the chairperson of the IADB having given the respondent to the appeal two clear working days in which to submit a preliminary statement of opposition to the appeal.

**16.7.1** The Chairperson shall examine the appeal and the preliminary statement of opposition, if any, and make a preliminary judgement within two working days of the conclusion of the period permitted for submission of the preliminary statement of

opposition, as to whether the matters raised in the appeal require the appeal to proceed; if the Chairperson decides that the matters complained of are immaterial, or that the appeal is without merit, that decision, and the reasons for that decision shall be communicated to the other members of the IADB.

**16.7.2** If one or more members of the IADB indicate within three working days that they are of the opinion that the matters raised in the appeal require the appeal to proceed, a meeting of the IADB shall be convened; otherwise, the appeal shall be dismissed.

**16.7.3** If it is decided that the appeal is to proceed, a meeting of the IADB will be convened by the Secretary; such a meeting shall take place within ten working days of the decision that the appeal is to proceed.

**16.7.4** The Chairperson shall set out a timetable for the exchange of written submissions. The respondent to the appeal shall be afforded an opportunity to submit written submissions in opposition to the appeal and the written submissions of the appellant, and the appellant shall be afforded an opportunity to submit a reply to same. The Secretary shall also invite written submissions from the President and such other relevant parties to the appeal as the Chairperson (having consulted the other members of the IADB) considers appropriate. Both the appellant and respondent shall be afforded an opportunity to make a written reply to any submission received from such a relevant party. The IADB shall have the power to seek legal advice from the legal advisors to the Union (or independent legal advice) if the IADB considers it appropriate to do so.

**16.8** Subject to this Constitution, and to the principles of natural justice and the general rule of law, and for the general good of the Union, the IADB shall decide its own rules and procedures. The IADB shall decide in the case of each individual appeal whether the hearing of the appeal is to proceed on the basis of written submissions only or by way of oral hearing having received written submissions in advance of the oral hearing.

**16.9** Should a situation not provided for in this Constitution arise, the IADB shall have the power to formulate and enforce such transitory provisions as it may consider necessary.

**16.10** There shall be three categories of appeal, namely: Electoral Appeal; Disciplinary Appeal; and General Appeal.

**16.10.1** An Electoral Appeal shall take place where a member or officer of the Union seeks to overturn the result of any election or referendum or to overturn any decision of the Returning Officers (or any one of them) in relation to an election or referendum.

**16.10.1.1** An Electoral Appeal must be made in writing to the Secretary of the IADB within 24 hours of the declaration of the result or the making of the decision in question, as the case may be.

**16.10.1.2** In the case of an Electoral Appeal, other than an Electoral Appeal where a member of the Union seeks to overturn the result of any election or referendum, the Chairperson may abridge the time permitted to the Respondent(s) to submit a preliminary statement of opposition.

**16.10.2** A Disciplinary Appeal shall take place where an officer of the Union wishes to appeal against a decision, action or inaction of the Union or the Union President in relation to a disciplinary matter which affects them personally.

**16.10.2.1** A Disciplinary Appeal must be made in writing to the Secretary of the IADB within 3 working days of the appellant becoming aware of the subject matter of the appeal.

**16.10.3** A General Appeal shall take place shall take place where any member or officer of

the Union complains to the IADB about the actions or inactions in relation to their duties, as defined by the Constitution, of any officer or organ of the Union, or asserts that any decision, action or inaction of any officer or organ of the Union is in breach of the provisions of this Constitution, other than in a form constituting an Electoral Appeal or a Disciplinary Appeal.

**16.10.3.1** A General Appeal must be made in writing to the Secretary of the IADB within 3 days of the relevant decision, action or inaction being published or made publicly known by the officer or organ of the Union in question.

**16.11** If the IADB concludes that any decision, action or inaction of any officer or organ of the Union is in breach of the provisions of this Constitution, or that the actions or inactions in relation to their duties, as defined by the Constitution, of any officer or organ of the Union are inconsistent with this Constitution, the IADB shall declare the relevant decision, action or inaction to be *ultra vires* and cause the it to be rescinded, reversed and/or varied.

**16.12** If the IADB upholds an appeal against any elected officer of the Union, it may impose penalties on such an officer. The penalties may include:

- (i) A formal reprimand; and/or
- (ii) A deduction from the remuneration of such officer.

**16.13** In relation to the conduct of an election, if the IADB considers it appropriate to do so, it may direct that:

- (i) A candidate be excluded from the election;
- (ii) Restrictions be placed on a candidate; and/or
- (iii) That an election be postponed until a later time.

**16.14** The Secretary of the IADB shall publish an account of the minutes of any meeting of the IADB and the reasons behind any decision taken by the IADB, where such a publication would not (in the opinion of the IADB) have potential legal consequences for the Union which countervail the benefit of such publication.

**16.15** At all meetings of the IADB, the chairperson of the meeting shall have a deliberative and a casting vote.

## **Article 17 – Representation on University Bodies**

**17.1** The President shall be proposed by the Union to serve as a member of the University Governing Authority unless they are already a member of the Governing Authority by virtue of their office.

**17.1.1** All Officers nominated to the Governing Authority by the Union shall resign their seat as a member of the Governing Authority at the end of their term of office (whether determined by the natural expiration of the term or otherwise) and their successor shall be proposed to serve as their replacement.

**17.1.2** Each member nominated to run as a candidate in a sabbatical officer election shall sign a declaration undertaking to abide by the foregoing provision and accepting that they shall be deemed to have resigned as a member of the Governing Authority at the end of their term of office.

**17.1.3** All officers of the Union shall, at the end of their term of office, resign from any board, committee or other body to which they have been appointed *ex officio* to

facilitate the appointment of their successor and they shall be deemed to have resigned should they fail to do so.

- 17.2** The order of preference for seats on the governing authority, with the exception of the President (who shall be given first priority if not appointed *ex officio*), shall be decided by the Executive.
- 17.3** The President may propose any officer or member to fill such positions on University bodies (other than Academic Council) as may from time to time arise for student participation. Student representatives on Academic Council shall be elected in compliance with the statutes of the Academic Council.

#### **Article 18 – Electoral Administration**

- 18.1** All elections and referenda shall be supervised by a Chief Returning Officer, who shall be appointed by the Independent Appeals & Disciplinary Board. The Chief Returning Officer shall be a current or retired permanent member of the academic staff of the university. The IADB shall appoint the Chief Returning Officer for a two-year term, with the appointment being made in relevant years in the four weeks following the end of the second semester. Where the office of Chief Returning Officer is vacant, the IADB may appoint a temporary Chief Returning Officer to complete the term of office of the most recent Chief Returning Officer. There shall be no limit to the number of terms for which an individual may be appointed as Chief Returning Officer.
- 18.2** The Chief Returning Officer, having consulted the Independent Appeals & Disciplinary Board, shall appoint the Union Returning Officer who shall jointly with the Chief Returning Officer supervise all elections and referenda (except Stream Representative elections) and who shall be primarily responsible for the administration of said elections and referenda. In the event of a disagreement, the Chief Returning Officer's decision shall be taken. The Chief Returning Officer shall appoint the Union Returning Officer for a one-year term, with the appointment being made annually in the eight weeks following the second semester. Where the office is vacant, the Chief Returning Officer may appoint a temporary Union Returning Officer to complete the term of office of the most recent Union Returning Officer. There shall be no limit to the number of terms for which an individual may be appointed as Union Returning Officer.
- 18.3** The Chief Returning Officer and the Union Returning Officer, to be known jointly as "the Returning Officers", shall appoint such Presiding Officers, polling clerks and other personnel as they consider necessary and shall make all arrangements as they consider necessary in the discharge of their duties subject to the provisions of this Constitution and, in as far as they consider to be reasonably practicable, in accordance with the Electoral Acts as amended. The joint powers of the Returning Officers may be exercised by either of them acting alone, subject to the right of the Chief Returning Officer to overturn or countermand any decision or action of the Union Returning Officer. Any power reserved exclusively to the Chief Returning Officer may only be exercised by the Chief Returning Officer.
- 18.3.1** Nothing in this Constitution shall prevent the possibility of online or electronic voting. Where the Returning Officers propose to use online or electronic voting in an election or referendum, they may only do so with the consent of both the Executive and Council, each acting by a two-thirds majority. The IADB may overturn a decision to use online or electronic voting at least one week prior to the primary polling date of the relevant election or referendum if the IADB has a significant concern in relation to the security, integrity or accuracy of the proposed online or electronic voting.
- 18.4** Polling shall take place at such times and at such locations as the Returning Officers shall determine. Any public notice or other notice or information which must be published by the Returning Officers shall be published by being placed on a dedicated page of the Union's website managed by the Returning Officers, including the following:
- (i) At least one week's notice of the close of nominations in every election and at least two

weeks' notice of the holding of a Referendum. The notice period for a referendum shall be calculated by reference to the primary polling date set for that referendum.

- (ii) A draft polling scheme for each referendum and election, published at least one week before the relevant primary polling date.
- (iii) A list of validly nominated candidates, published at least one week before the relevant primary polling date of every election.

**18.5** The Returning Officers shall put in place regulations governing the conduct of candidates and campaigners in respect of elections and referenda, which shall include regulations requiring candidates or campaigners not to breach University regulations or the law. The Returning Officers may require candidates in elections and campaigners in a referendum to lodge a deposit.

**18.5.1** Without prejudice to the generality of the foregoing, the Returning Officers, having consulted the President, may make such regulations as they deem appropriate to control expenditure in Union elections & referenda.

**18.5.2** In a referendum or election in respect of which there is a spending limit, all electoral spending shall be administered through the Returning Officers. The content of electoral materials shall be at the discretion of individual candidates, so long as such content is not deemed by the Returning Officers to be in breach of the relevant election or referendum rules or unlawful.

**18.5.3** Any breach of regulations made under this Article may be acted upon by the Returning Officers in such manner as they see fit. In cases where the Returning Officers determine that there has been a material breach of electoral conduct they may impose such penalties as they see fit, such penalties to include the elimination of a candidate from the election in question.

**18.5.4** The powers of the Returning Officers shall include the power to reject any nomination or referendum petition which does not fulfil any requirement of this Constitution.

**18.6** Within 24 hours of the close of polling in an election or referendum the Returning Officers shall supervise the counting of votes and declare results.

**18.7** The IADB may, having considered any recommendation made by the Executive, direct that a specified amount of each candidate's election expenses be refunded by the Union. To qualify for such a refund, an unsuccessful candidate must have secured a certain minimum percentage, set by the IADB, of the total valid poll in the count in which they were eliminated. The minimum percentage in question set by the IADB may be variable to reflect the number of candidates in each election.

**18.8** Each member of the Union who nominates a candidate for election shall sign the relevant nomination form published by the Returning Officers and provide their name, course (programme), year (stage) and student number, and such other information as the Returning Officers shall direct.

**18.9** All hustings or public debates organised by the Union with or between candidates or interested parties in an election or referendum shall be convened and chaired by the Union Returning Officer or their nominee.

**18.10** Where in this Constitution there exists provisions relating to the holding of an election to a particular office, the Returning Officers may extend such provisions to any by-election for such office.

## **Article 19 – Elections to the Union Executive**

- 19.1** The members of the Union Executive shall be elected annually at elections held not earlier than the 7th week and not later than the 10th week of the second semester.
- 19.1.1** With the exception of the Graduate Officer, the entire membership of the Union shall form one constituency, each elector having one transferable vote for the purposes of elections for sabbatical officers and the Irish Language Officer.
- 19.1.2** The College Officers shall be elected annually at the same time as the sabbatical officers.
- 19.1.2.1** There shall be a separate election in each College Officer constituency and for the purposes of these elections, entitlement to vote shall be confined to the students of each respective constituency, with each elector having one transferable vote.
- 19.1.2.2** No person shall be elected or nominated as a candidate for a position of College Officer in respect of a constituency of which they are not a member.
- 19.1.2.3** Constituencies for College Officer elections shall be set in the following manner:
- (i) Constituencies for the election of College Officers shall be established annually by the Executive, subject to approval by Council acting by a two-thirds majority no later than the end of the third week of the second semester. Where no proposed set of constituencies has been approved by Council by the end of the third week of the second semester, the constituencies shall be set by the IADB no later than the end of the fourth week of the second semester.
  - (ii) There shall be at least seven and no more than ten College Officers.
  - (iii) There shall be one College Officer elected per constituency, save where the majority of students of two Colleges are represented by a single constituency, in which case there may be two College Officers elected in that constituency.
  - (iv) In setting constituencies, the Executive or the IADB, as the case may be, shall have regard to the academic structures of the University, in particular Colleges, but also Programme Offices, Programme Boards and Schools and such similar University structures as may exist.
- 19.2** In all elections where there are one or more nominations, ballot papers shall include as an option the statement "Re-open Nominations". For the purpose of counting votes, the "Re-open Nominations" option shall be treated as a candidate. If the "Re-open Nominations" candidate is elected, the Returning Officers shall declare the position unfilled and hold a by-election and the procedures set out in Article 19.4 shall be followed.
- 19.3** A candidate in these elections must be a member of the Union and shall be nominated by not less than 150 members of the Union. Candidates for the position of College Officer shall be nominated solely by members of the Union from their respective constituency.
- 19.4** Where a position is unfilled, it shall be filled by the holding of a by-election held before the end of the second semester. If the position remains unfilled thereafter, it shall be filled by Council from amongst its membership at the earliest practicable opportunity.
- 19.5** In the event that an executive officer vacates or is removed from their position before the end

of the first semester, a by-election shall be held to fill that position, and the Executive shall put in place such measures as it sees fit in the interim.

- 19.6** In the event that a executive officer vacates or is removed from their position after the end of the first semester, the Executive shall put in place such measures as it sees fit for the remainder of the relevant term of office.
- 19.7** Only members undertaking a recognised postgraduate degree, higher diploma or graduate diploma programme of the University may be eligible to be nominated for the position of Graduate Officer. The IADB, with the prior consent of both the Executive and Council, may extend this definition to encompass a programme which has all of the academic characteristics of a postgraduate degree, higher diploma or graduate diploma programme of the University, but the IADB may not do so in respect of a certificate or undergraduate diploma or other comparable programme even if the programme in question is studied by members of the Union who have previously completed an undergraduate degree. A current sabbatical officer who was undertaking a recognised postgraduate degree, higher diploma or graduate diploma programme of the University at the time of their election as a sabbatical officer shall also be eligible to be nominated for the position of Graduate Officer.
- 19.8** The electorate for the position of Graduate Officer shall be defined as all members eligible be nominated for the position of Graduate Officer as set out in Article 19.7 together with members in their final year of study of an undergraduate degree programme of the University.
- 19.8.1** Where it is not reasonably possible for the Returning Officers to ascertain from the electoral list if a specific group of students are in their final year of study of a relevant programme, the phrase 'final year of study' shall read 'final stage' for the purpose of Article 19.8 in respect of that specific group of students.

## **Article 20 – Elections to Union Council**

- 20.1** The Class Representatives shall be elected annually in elections held in the first four weeks of the first semester.
- 20.2** Class Representative constituencies shall be set in accordance with Article 8.
- 20.3** A candidate in these elections must be a member of the Union and shall be nominated by not less than 5 members of the constituency in question.
- 20.4** No member of the Union shall be entitled to stand for election in more than one constituency or in a constituency of which they are not a member.
- 20.5** Any person elected under this Article may be removed from office in an impeachment vote which shall be called by the Returning Officers on the petition of not less than one quarter of the members of that Constituency, in such a manner as the Returning Officers shall determine. Such a vote shall be deemed to have passed if a majority of those voting in the election vote in favour of the removal from office of the Representative in question.
- 20.6** The Campaigns & Communications Officer shall publicise the fact that nominations for these elections are open.
- 20.7** After the holding of the elections under Article 20.1, a by-election in a constituency in which there is one or more vacant seats shall be called by the Returning Officers on the petition of no less than 10 members of that constituency, in such a manner as the Returning Officers shall determine.

## **Article 21 – Election of Campaign Co-ordinators**

- 21.1** Each of the positions as set out in Article 14.2 shall be known collectively as Campaign Co-ordinators and shall be elected by Union Council, with the exception of the Sports Co-ordinator & the Societies Co-ordinator.



- 21.2** The Campaign Co-ordinators shall be elected from amongst the membership of the Union.
- 21.3** The elections for Campaign Co-ordinators shall take place at the last meeting of Council of the academic year and they shall serve a term until the last Council meeting of the following year.
- 21.4** Council may form not more than two additional Campaign Co-ordinator positions.
- 21.4.1** Such a position shall be created, or abolished, by the passing by Council of a motion of which at least three weeks' notice has been given.
- 21.4.2** Such a motion shall be deemed to have passed if:
- 21.4.2.1** two-thirds of those members of Council voting on the motion vote in favour of it; and
- 21.4.2.2** at least half of the total membership of Council are present at the meeting in question.
- 21.5** Council may remove a Campaign Co-ordinator from office by the passing of a motion of which at least one week's notice has been given.
- 21.5.1** Such a motion shall be deemed to have passed if:
- 21.5.1.1** two-thirds of those members of Council voting on the motion vote in favour of it; and
- 21.5.1.2** at least half of the total membership of Council are present at the meeting in question.
- 21.6** Where a Campaign Co-ordinator position is unfilled, or in the event that one of the Campaign Co-ordinators vacates or is removed from their position, the position in question shall be filled by Council at the earliest practicable opportunity.
- 21.7** Members of the Campaigns and Entertainments Forum shall cease to hold office at the beginning of the last meeting of Union Council of the academic year.
- 21.8** A Campaign Co-ordinator shall become a member of Council for the duration of their time in office, if they are not already a member of Council otherwise.

## **Article 22 – Cáirde UCDSU**

- 22.1** There shall be an association of former sabbatical officers of the Union entitled Cáirde UCDSU.
- 22.2** Membership of Cáirde UCDSU shall be extended to any former sabbatical officer who applies for membership.
- 22.3** The President shall endeavour to maintain a detailed contact list of all previous sabbatical officers.
- 22.4** Members of Cáirde UCDSU shall endeavour to make themselves available for advice, consultation and support to the current Executive when needed.
- 22.5** The President shall convene an Annual Meeting of Cáirde UCDSU in the last four weeks of the second semester, at which the incumbent President shall make an annual report, a copy of which shall thereafter be stored in a Union archive and be made available to any Union member who requests it.

## **Article 23 – The Entertainments Forum**

**23.1** There shall be an Entertainments forum, which shall be chaired by the Campaigns & Communications Officer, who shall be the official spokesperson of the Union in relation to Entertainments.

**23.2** The membership of the Entertainments forum shall be as follows:

- (i) The Production Officer;
- (ii) The Promotions Officer;
- (iii) The First Year Promotions Officer;
- (iv) The Non-Alcoholic Events Officer;
- (v) The Entertainments Crew Co-ordinator; and
- (vi) The Entertainments Crew Co-ordinator (First Year).

**23.3** The members of the Entertainments Forum other than the First Year Promotions Officer and the Entertainments Crew Co-ordinator (First Year) shall be selected in the following manner:

- (i) The members shall be selected from among the members of the Union by an interview panel Streamd on a written application and interview. This interview panel shall meet to consider applications, conduct interviews and make selections after the conclusion of the Executive Elections but prior to the final meeting of Council of the academic year;
- (ii) The interview panel shall consist of the President, the Campaigns & Communications Officer, the President-Elect, the Campaigns & Communications Officer-Elect and the member of Union staff designated by the President as the Entertainment & Events Manager;
- (iii) Each individual selection shall be subject to approval by Council. If an individual selection is not approved by Council, the position in question shall be filled by Council from the membership of the Union at the second meeting of Council of the following academic year.

**23.4** The First Year Promotions Officer and the Entertainments Crew Co-ordinator (First Year) shall be selected in the following manner:

- (i) The officers in question shall be selected from among the members of the Union who are students in Stage One of an undergraduate programme of study by an interview panel Streamd on a written application and interview. This interview panel shall meet to consider applications, conduct interviews and make selections after the conclusion of the Class Representative Elections but prior to the second meeting of Council of the academic year;
- (ii) The interview panel shall consist of the President, the Campaigns & Communications Officer and the member of Union staff designated by the President as the Entertainment & Events Manager;
- (iii) Each individual selection shall be subject to approval by Council. If an individual selection is not approved by Council, the position in question shall be filled by Council from the membership of the Union at the second meeting of Council of the academic year.

**23.5** The member of Union staff designated by the President as the Entertainment & Events Manager shall be entitled to attend meetings of the Entertainments Forum as a non-voting member.

**23.6** The Societies Co-ordinator, Residences Co-ordinator and Sports Co-ordinator shall also be *ex officio* full voting members of the Entertainments Forum.

- 23.7** The positions listed at Article 23.2 may be amended by Council acting by a two-thirds majority with the consent of the Executive and on foot of a motion of which three weeks' notice has been given. Council may not reduce the number of such positions below four nor increase it above ten.
- 23.8** The purpose of the Entertainments Forum shall be to plan and promote all Union Entertainments and similar events.
- 23.9** The Entertainments Forum shall meet as often as it considers necessary but at least once every three weeks during the ordinary teaching terms of the University.
- 23.10** The members of the Entertainments Forum shall be obliged to act in accordance with policies or mandates enacted by a policy referendum or Union Council, subject to this Constitution and the Law.

#### **Article 24 - Union Finances**

- 24.1** The Board of Directors shall provide advice to the President and Executive in relation to financial, commercial, budgetary and corporate governance matters and shall oversee the following aspects of the Union:
- (i) Its finances, financial management and financial planning;
  - (ii) Its commercial activities and commercial development;
  - (iii) Its expenditure and financial controls;
  - (iv) Policies, procedures and costs in relation to expense payments to Union officers and staff and all comparable expenditure; and
  - (v) Its employment and management of staff.
- 24.2** The Board of Directors shall:
- (i) Be responsible for the preparation of the Union's annual budget in consultation with the President and the Executive, subject to the approval of the budget by Council;
  - (ii) Monitor compliance with the Union's annual budget on an annual basis;
  - (iii) Make appropriate proposals to the President and Executive to rectify any negative deviation from the budget;
  - (iv) Ensure that annual accounts are prepared and audited and appoint the Union's auditors;
  - (v) Present the audited annual accounts to Council annually not later than the first meeting of Council of the second semester; and
  - (vi) Determine annually in the second semester the salary and terms & conditions of employment of the sabbatical officers for the following academic year.
- 24.3** The Board of Directors shall meet as often as it considers appropriate but at least once per quarter and not less than six times per financial year.
- 24.4** The Board of Directors shall be comprised of the President and not less than four and not more than eight other members, at least one of whom shall be a former President of the Union. The members of the Board of Directors, other than the President and any former President, may not be current members of the Union. The Board of Directors shall select a chairperson of the Board of

Directors from among the members of the Board of Directors other than the President.

- 24.5** The members of the Board of Directors (other than the President) shall be appointed by Council, but only the President shall be entitled to nominate an individual for appointment to the Board of Directors. Each of the said members shall hold office for a renewable period of two years from the date of their individual appointment or re-appointment as the case may be but no individual may be a member of the Board of Directors for more than six years in aggregate; when an individual has been a member of the Board of Directors for six years in aggregate, they shall not be eligible for appointment or re-appointment to the Board of Directors for a further two years.
- 24.6** The Board of Directors shall be entitled to invite any officer and employee of the Union to attend a specified meeting of the Board of Directors.
- 24.7** The President shall ultimately be responsible for the finances of the Union.
- 24.8** Following a recommendation from the Board of Directors and with the consent of the Executive, Union Council shall have the power to authorise the Union to borrow, raise or secure the payment of money for the purposes of the Union. Council may authorise the Board of Directors and/or the President to enter into all necessary agreements in this regard.
- 24.9** The Union shall maintain a governance manual including procurement procedures and internal financial procedures which shall be put in place by the Board of Directors and reviewed by the Board of Directors at least once each academic year.
- 24.10** All Union expenditure and bank or financial transactions shall require the written approval of the President or, in the absence of the President, a sabbatical officer nominated by the President.
- 24.11** The Union may only enter into a contractual agreement of any form of a value in excess of an amount to be specified from time to time by the Board of Directors on foot of an express authority of the Board of Directors.
- 24.12** Union Companies
- (i) The Union may form or maintain one or more companies for the conduct of its affairs with the consent of each of the Executive, Council and Board of Directors.
  - (ii) The constitution or memorandum and articles of association of any company formed or maintained by the Union must be approved by Union Council, as must any amendment to same.
  - (iii) The members of the Board of Directors shall serve as directors of each Union Company.
  - (iv) The Board of Directors shall appoint one of their number, an appropriately-qualified member of staff of the Union or an appropriately-qualified professional to serve as the secretary of any Union company.
- 24.13** Any person holding an elected position in the Union shall not use that position otherwise than *bona fide* in the best interests of the Union and not for personal financial or commercial gain.
- 24.14** Any officer or employee of the Union and any member of the Board of Directors who has a conflict of interest in relation to any deliberation, decision or other process relating to a financial or commercial matter shall absent themselves from the deliberation, decision or process in question and notify the Board of Directors of the conflict of interest.

## **Article 25 – The Irish Language**

- 25.1** There shall be a Irish Language Officer / Oifigeach na Gaeilge who shall be a member of the Union Executive. They shall:
- (i) Promote the use of the Irish language within the Union and to foster the development of a bilingual culture within the University environment.
  - (ii) Be responsible for the organisation of 'Seachtain na Gaeilge'.

- (iii) Be responsible for maintaining good relations with societies promoting the Irish language within the University.
- (iv) Laise with 'Bord na Gaeilge' and residents of 'Scéim Chónaithe Bhord na Gaeilge'.
- (v) Campaign for bilingual signage to be implemented throughout the University.

**25.2** A translation of this Constitution shall be made available in the Irish Language, but the English language version shall take precedence in the event of a conflict.

**25.3** The Union shall strive to implement a bilingual policy.

### **Article 26 – Union of Students in Ireland (USI)**

**26.1.** A referendum on the Union's membership of USI must take place every fourth academic year.

### **Article 27 – This Constitution**

**27.1** This constitution shall surpass all previous constitutions.

**27.2** Amendments

**27.2.1** Amendments to this constitution shall take effect at 1am on the morning following the day upon which the result of the amendment is declared, or such other time as specified in the relevant referendum.

**27.2.2** On amendment of this Constitution, the Returning Officers shall make such alterations as are necessary and shall cause to be prepared a full version of this Constitution containing all amendments.

**27.2.3** Such alterations shall be confirmed at a meeting of the Independent Appeals & Disciplinary Board, to take place as soon as practicable after the passing of the limitation periods for appeals against the result of the Referendum.

**27.2.4** The Legal Advisor to the Union shall certify the amended version of this Constitution and shall hold same as the definitive copy of same.

**27.3** The President shall make available copies of this Constitution as and when same are requested by any Union member.

### **Article 28 – Transitory Provisions**

**28.1** Notwithstanding the provisions of this Constitution, the College Officer constituencies for the 2015/2016 academic year (and for the Executive Elections held in the 2014/2015 academic year) shall be set by the IADB as soon as practicable after the coming into effect of this Constitution, having consulted with the President and the Returning Officers. For the purposes of the setting of the aforesaid constituencies, the IADB shall be formed and act in accordance with the terms of the Constitution that was in effect immediately prior to the coming into effect of this Constitution.

**28.2** Every election and referendum (other than a by-election for a term of office coinciding with the 2014/2015 academic year) which takes place after the coming into effect of this Constitution shall be held in accordance with the terms of this Constitution. Notwithstanding the provisions of this Constitution, the Executive, Council and officers of the Union in office for the 2014/2015 academic year shall remain in office and have the duties and powers assigned to their office in accordance with the terms of the Constitution that was in effect at the commencement of the 2014/2015 academic year. The Executive, Council and officers of the Union for the 2015/2016 academic year shall be elected or appointed in accordance with this Constitution.

Notwithstanding the foregoing, the Board of Directors and IADB shall be appointed and commence their respective duties in accordance with the provisions of this Constitution as soon as practicable after the coming into effect of this Constitution.

**28.2** Notwithstanding the provisions of this Constitution, the provisions of this Constitution may be amended prior to the end of the second semester of the 2014/2015 academic year by Council acting by a two-thirds majority on foot of a motion of which twelve days' notice has been given, provided that the following conditions are each satisfied:

- (i) The proposed amendment has been approved by the Executive acting by a two-thirds majority prior to the proposal being made; and
- (ii) It has been certified by the IADB (formed in accordance with this Constitution) prior to the proposal being made that the proposed amendment: (i) resolves an issue, question or procedure which has not been provided for in this Constitution; (ii) corrects an error in the text of this Constitution; or (iii) resolves a conflict arising between two or more provisions of this Constitution.

**28.3** This Article shall be deleted from the Constitution on the first day of the 2016/2017 academic year.