



BUNREACHT AONTAS NA MAC LÉINN MÁ NUAD

CONSTITUTION OF MAYNOOTH STUDENT' UNION

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This Constitution came into force at 1:00am on Friday 3 May 2019 as the Constitutional Referendum enacting this Constitution was held to have been approved by the membership of the Union on Thursday 2 May 2019 in the Maynooth Students' Union, Maynooth University, Maynooth, Co. Kildare, Ireland

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PRESIDENT 2018-19
MAYNOOTH STUDENTS' UNION

RETURNING OFFICER 2018-19
MAYNOOTH STUDENTS' UNION

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ARTICLES

ARTICLE 1 – TITLE

1. The name of the organisation shall be Maynooth Students' Union.
2. The name of the Union in the Irish language shall be Aontas na Mac Léinn, Má Nuad.

ARTICLE 2 – THE VISION, MISSION & VALUES

1. The vision of the Union is to create an environment in which every member is provided with a world class academic and student life experience.
2. The mission of the Union is to provide for, promote, and defend the interests of its members.
3. The values of the Union are democracy, transparency, accountability, integrity, sustainability, and respect.

ARTICLE 3 – AIMS & OBJECTIVES

1. The primary objective of the Union shall be to provide for and promote and defend the interests of its members. It shall endeavour in particular to:
 1. Act as a representative body for its members and other students of the University.
 2. Act as the recognised means of communication between the members of the Union and the authorities of the University.
 3. Endeavour to work in partnership at all levels with University in the best interests of the members.
 4. Promote the practice of democratisation at all levels of higher education through collective and individual participation of the members of the Union.
 5. Actively promote the engagement of the student body in the activities of the Union and student affairs in general.
 6. Provide and manage MSU social, recreational and commercial services for the benefit of its members.
 7. Promote the expansion and development of student services as provided by the University for the benefit of students.

8. Provide the structures and means whereby students can partake in an on going re-evaluation of the educational process and become more positively involved in their education.
 9. Promote the unity of the organisation and contact between members through assisting clubs, societies and other organisations of students within the University.
 10. Ensure that no member is discriminated against on grounds of gender, marital status, family status, nationality, sexual orientation, religion, political belief, age, disability, race or membership of the Traveller community.
 11. Actively pursue good relations within and with the local community and to promote the message of respecting one's university town amongst the student body.
 12. Improve its environmental sustainability performance and to actively encourage the University and wider community to follow suit for the benefit of its the student body and community now and in the future.
 13. Promote and develop the Irish language among its members, and throughout the University.
2. The Union shall practice the above aims and objectives independent of political parties, religious organisations, lobbying groups and in accordance with the law.

ARTICLE 4 – MEMBERSHIP OF THE UNION

1. There shall be two types of membership of the Union, namely; ordinary membership, and honorary membership
2. Ordinary member, in relation to the Union, means a person registered as a student by the University or a full-time officer of the Students Union in the University who was first elected or appointed to their office while they were a registered student of the University;
3. Honorary member, in relation to the Union, means:

1. a person who was elected to the position of President or Vice President but who no longer holds that position within the Union; and
2. any persons or organisations, conferred with honorary membership by the Executive as it sees fit, subject to confirmation by a two-thirds majority of the Student Senate.
4. The Union does not charge a membership fee and relies on income generation and a block grant allocation from the University to fund its activities.
5. Any student may choose to disassociate from the Union by notifying the President of the Union in writing of the student's wish so to do. Upon receipt of such notification the Union shall take steps, insofar as same are within the control or power of procurement of the Union, to remove the student's name and contact details from the electoral register and from the Union's communications database(s). The Union is committed to supporting all students of the University whether or not associated with the Union and will notwithstanding a notification of disassociation remain available to support any disassociated student should the student subsequently so wish.

ARTICLE 5 – RIGHTS AND OBLIGATIONS OF MEMBERS

1. All ordinary members of the Union shall have the following rights:
 1. To use facilities and premises that the Union provides as regulated by the Union, with the exception of the offices, which shall be subject to the discretion of the Executive.
 2. To vote in Union elections, subject to this Constitution and Union electoral regulations.
 3. To run for and hold office in the subject to this Constitution and Union electoral regulations.
 4. To appeal any action of the Union to the Board of Trustees, or such committee as determined by the Board of Trustees, in such a manner as is laid out in Schedule 25 of this Constitution.

2. All ordinary members of the Union shall have the following obligations:
 1. To comply with the rules of the Club and may have their rights to use the facilities and premises of the Union removed if found to be in breach of these regulations.
 2. To be in possession of their student card at all times while on Union premises, and shall present it on request from any member of Union staff.
3. All honorary members of the Union shall have the following rights:
 1. To use facilities and premises that the Union provides as regulated by the Union, with the exception of the offices, which shall be subject to the discretion of the Executive.
4. All honorary members of the Union shall have the following obligations:
 1. To comply with the rules of the Club and may have their rights to use the facilities and premises of the Union removed if found to be in breach of these regulations.

ARTICLE 6 – GOVERNMENT OF THE UNION

1. Subject to this Constitution, the authority of the government of the Union shall be vested in, and exercised by, the organs established by this Constitution, namely:
 1. Referendum;
 2. Board of Trustees;
 3. Student Senate;
 4. Executive;
 5. President.
2. Decisions may only be altered or revoked at the same or higher level of government at which it was enacted.

3. All materials; physical and electronic, produced by the members of the Executive, members of Student Senate, and Union employees in the course of their duties shall remain, at all times, the property of the Union.
4. In the normal course the Chairperson, of any meeting held within the terms of this Constitution, shall have authority to rule on any matter arising regarding the process of that meeting, while the meeting is in session. Any and all such decisions made by the Chairperson, may be appealed to the Rules & Procedures Committee.

ARTICLE 7 – REFERENDUM

1. A referendum of all the members of the Union shall be the supreme authority on all matters relating to the government and policy of the Union.
2. There shall be three categories of referendum, namely: Constitutional Referendum; Policy Referendum; and Impeachment Referendum.
 1. A Constitutional Referendum or a Policy Referendum shall be called by the Returning Officer on the written petition of not less than 10% of the ordinary membership of the Union (“by petition”) or on the direction of the Executive, or the Student Senate (“by direction”).
 2. An Impeachment Referendum shall be called by the Returning Officer on the written petition of not less than 15% of the ordinary membership of the Union (“by petition”) or on the direction of the Student Senate (“by direction”).
 3. 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 and student number. The Returning Officers shall make available a template or templates for the calling of a referendum by petition which may be used for that purpose.
 4. In the case of a referendum to be called by direction:
 - (a) The direction shall be made by means of a motion passed at a quorate meeting of the Student Senate. The motion must include the exact wording of the proposed referendum.

- (b) Notice of a referendum motion must be given to the members of the Student Senate at least one week in advance of the relevant Student Senate meeting. Such notice shall be given in a manner consistent with the Standing Orders of the Student Senate.
3. A Constitutional Referendum shall be the only means by which the articles of this Constitution may be amended.
1. A Constitutional Referendum shall be held to have been approved by the membership of the Union if a majority of the votes cast at such referendum shall have been cast in favour of the proposal and not less than 15% of the membership of the Union shall have voted in such referendum.
 2. A constitutional amendment or new constitution approved in a Constitutional Referendum shall remain in effect until set aside/amended by a further Constitutional Referendum or as outlined in the original referendum.
4. 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.
1. A Policy Referendum shall be held to have been approved by the membership of the Union if a majority of the votes cast at such referendum shall have been cast in favour of the proposal and not less than 10% of the membership of the Union shall have voted in such referendum.
 2. A policy approved in a Policy Referendum shall remain in effect until set aside/ amended by a further Policy Referendum or as outlined in the original referendum.
 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.
 4. A Policy Referendum, and only a Policy 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.

5. Other than death, resignation, or permanent incapacity, an Impeachment Referendum shall be the only means for the vacation of the office of any member of the Executive.
 1. The written petition of not less than 15% of the ordinary membership of the Union (“by petition”) or on the direction of the Student Senate (“by direction”).
 2. A proposal by direction against any member of the Executive under this section shall not be entertained unless upon a notice of motion in writing signed by not less than two-thirds of the membership of Student Senate.
 - (a) No such proposal shall be adopted by the Student Senate save upon a motion of the Student Senate supported by not less than two-thirds of the total membership thereof.
 3. When a charge has been preferred by direction, the Disciplinary Committee of the Board of Trustees shall investigate the charge, or cause the charge to be investigated.
 4. The member of the Executive that is subject to the charge shall have the right to appear and to be represented at the investigation of the charge.
 - (a) The Union shall not be liable for any costs associated with the representation of the member of the Executive that is subject to the charge, save those costs awarded by a court or tribunal of lawful jurisdiction.
 5. After the charge of stated misbehaviour has been investigated the Speaker of the Student Senate shall receive the report of the Disciplinary Committee of the Board of Trustees and shall either:
 - (a) Facilitate a discussion and vote on the notice of motion, if the Disciplinary Committee has found the charge(s), or part thereof, have been sustained and that the stated misbehaviour was such as to render the member of the Executive unfit to continue in office; or
 - (b) Postpone indefinitely the notice of motion without discussion and vote, if the Disciplinary Committee has found the charge has not been sustained or that the charge(s), or part thereof, have been sustained

but that the stated misbehaviour was not such as to render the member of the Executive unfit to continue in office.

6. If the notice of motion in Section 5.5.(a) is adopted by the Student Senate at validly called and quorate meeting with the supported by not less than two-thirds of the members present an Impeachment Referendum may proceed.
7. An Impeachment Referendum which related to a member of the Executive other than a Faculty Convenor or the Postgraduate Representatives shall be held to have been approved by the membership of the Union if a majority of the votes cast at such referendum shall have been cast in favour of the proposal and not less than 15% of the membership of the Union shall have voted in such referendum.
 - (a) Voting in an Impeachment Referendum which relates to a Faculty Convenor or the Postgraduate Representatives shall be restricted to members of the relevant constituency and such a referendum shall be held to have been approved if a majority of the votes cast at such referendum shall have been cast in favour of the proposal and not less than 15% of the members of the relevant constituency shall have voted in such referendum.
8. Any person who has been impeached shall be barred from standing for election in the Union for a period of three years from the date of impeachment. This provision shall overturn all electoral mandates.
6. Subject to the provisions of this Constitution, 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, student number.
7. Subject to the provisions of this Constitution, in the case of a referendum to be called by direction; the direction shall be made by means of a motion passed at a quorate meeting of the Executive or Student Senate. The motion must include exact wording of the proposed referendum.

8. The polling in a referendum shall be a weekday on which lectures are generally held in the University and which is not more than ten days and not less than five days from the date on which the referendum is called.
9. Where a referendum has been called the use of Union facilities shall be restricted to bona fide groups in favour of or opposed to any such proposal, or in the case of a policy referendum a group in favour of each option, who are recognised by the Returning Officer on a pro-rata basis for the purposes of such referendum. This provision shall be strictly enforced by the Returning Officer.
10. For the purposes of quorum, the Returning Officer shall calculate membership based on the student numbers published by the Higher Education Authority (HEA) for the previous academic year.
11. The President shall ensure the implementation of any decision made by referendum.
12. Rules and procedures of referendums are to be set out in Schedule 24 of this Constitution.

ARTICLE 8 – STUDENT SENATE

1. The governing body of the Union shall be the Student Senate.
2. Subject to the provisions of the law, this Constitution, and to policies set by Policy Referendum, Union policy on matters shall be determined by the Student Senate at a validly called and quorate Student Senate meeting. Union policy shall include mandates for Union Officers and Union delegations.
3. The functions of the Student Senate shall include inter alia;
 1. The formulation of Union policy
 2. The right to mandate the members of the Union Executive individually or as a body to undertake certain tasks in addition to any adopted policy;
 3. Ensuring that the members of the Union Executive are held accountable in the conduct of their respective roles.

4. Notwithstanding the foregoing, the functions of the Student Senate shall not extend to:
 1. Mandating the Union to fund any organisation or campaign external to the Union,
 2. Undertaking any significant expense, or
 - (a) No mandate involving expenditure shall be recommended by a member or committee for approval by the Student Senate unless it is accompanied by an estimate of expenditures prepared by the Union's finance function.
 3. Undertaking any measure which would incur expenditure inconsistent with the Union budget.
 4. Enacting any policy which is in any respect repugnant to this Constitution or which is unlawful.
5. The Student Senate shall be composed of the following panels:
 1. Executive Panel
 2. Faculty Assemblies Panel
 3. Postgraduate Panel
 4. Clubs Council & Societies Council Panel
 5. Interest Group Panel
 6. Independent Panel
6. Details of the Student Senate panels shall be set out in Schedule 1 of the Constitution
7. Meetings of the Student Senate shall be presided over by an independent Chairperson (Speaker) who shall not be a member of the Union, by the procedure for the appointment sent out in this Constitution, for a one-year term.
 1. There shall be no limit to the number of terms for which an individual may hold the position of Speaker of the Student Senate.

2. No member of the Executive shall be eligible to hold the position of Speaker of the Student Senate
3. The procedure for the appointment of the Speaker of the Student Senate shall be set out in Schedule 3.1.3 and Schedule 3.1.4 of this Constitution.
4. Following consideration of the report made to it by the Selection Committee, the Student Senate shall decide whether or not it wishes to approve the appointment to the post of Speaker to the candidate thereby proposed by the Selection Committee. If:
 - (a) The Student Senate decides that it does not wish to approve the appointment to the candidate thereby proposed; or
 - (b) The Student Senate approve the appointment to the candidate thereby proposed and such candidate does not accept such offer;
 - (c) The Selection Committee has stated its opinion that an appointment should not be made to any candidate
 - (d) the Student Senate shall take such steps as it may consider appropriate which steps may include (without limitation) the following steps:
 - (e) the Student Senate may, if the Selection Committee has proposed a candidate, request the Selection Committee to propose from the shortlisted candidates another candidate that the Committee considers suitable for the post of Speaker; and/or
 - (f) the Student Senate may recommence the procedure set out in Schedule 3.1.3 and Schedule 3.1.4 of this Constitution candidates another candidate that the Committee considers suitable for the post of Speaker; and/or
 - (g) the Student Senate may recommence the procedure set out in Schedule 3.1.3 and Schedule 3.1.4 of this Constitution

8. The Speaker shall act in an independent capacity and shall abide by the terms of their appointment and the standing orders of the Student Senate.
9. The Student Senate shall elect from one of its number no later than at its second meeting a Deputy Chairperson. The Deputy Chairperson shall act if the Speaker is temporarily incapacitated and shall not receive any remuneration. The Deputy Chairperson shall act in an independent capacity.
10. A Secretary and Clerk shall be appointed by the Student Senate to provide such technical and administrative supports as it may determine.
11. The Student Senate shall elect from one of its number no later than at its second meeting a Vice-Secretary. The Vice-Secretary shall act if the Secretary is temporarily incapacitated and shall not receive any remuneration. The Vice-Secretary shall act in an independent capacity.
12. The Student Senate shall meet in regular annual sessions and in such special sessions as occasion may require.
 1. The Student Senate shall meet every year in regular session commencing in the month of October
 2. The Student Senate shall, at the beginning of each session, fix a closing date for the session.
13. The Student Senate shall normally meet at least six times in regular session (academic year), normally with three meetings per session (semester).
14. Special sessions shall be convoked by the Speaker of the Student Senate on the receipt of a written request from any of the following, namely: the President, the Executive, or two-thirds of the membership of the Student Senate.
15. Additional (Special) meetings of the Student Senate shall be called by the Speaker of Student Senate on the receipt of a written request from any of the following, namely: the President, the Executive, or two-thirds of the membership of Student Senate.
 1. At least twenty-four hours notice shall be given for a special meeting of the Student Senate.

16. All members of the Union shall be entitled to attend meetings of the Student Senate, in a manner as specified in the standing orders of the Student Senate.
 1. Individuals other than members of the Student Senate may be permitted to address a meeting of the Student Senate with the agreement of the two-thirds majority of the members present at the quorate meeting of the Student Senate at which they wish to address.
 2. Individuals other than members of the Student Senate who wish to address the Student Senate on an ongoing basis may be permitted to do so by seeking accreditation to the Student Senate from the Speaker of the Student Senate no later than at its second meeting of the Student Senate.
17. The Student Senate may decide to hold a private sitting, with the assent of a simple majority of the members present at that meeting.
18. Subject to the provisions of this Constitution and any special rules of order that the Student Senate may adopt, all members of the Student Senate shall be entitled to attend, speak, and vote at meetings of the Student Senate.
19. In the case of an equality of votes on any matter the matter shall be deemed to not have been passed but may be re-submitted for consideration at a future meeting of the Student Senate.
20. Quorum shall consist of 50% + 1 of the membership of the Student Senate.
 1. A quorum may be challenged (Quorum Call) twice in a meeting; thereafter any challenge to quorum shall be out of order.
21. All official minutes, agendas, reports, policies, and mandates of the Student Senate shall be published on the Union's website, save where a motion to defer publication for a stated period of time has been given assent by two-thirds majority of the members present.
22. The President must present to the Student Senate, no later than at its second meeting, the Annual Plan of Work, which shall set forth the priorities for the Union in the coming year. The Annual Plan of Work may at any time be scrutinised by the Student Senate or responsible committees.

23. There shall be the following standing committees of Student Senate, namely:

1. Constitutional & Representative Review Committee
2. Executive Oversight & Accountability Committee
3. Search Committee
4. Selection Committee
5. Rules & Procedures Committee

24. The Student Senate shall have as many other committees as it deems necessary, to set out in Schedule 3, to assist the conduct of its business.

25. Any member of the Student Senate shall be deemed to have resigned if they fail to attend two consecutive meetings of the Student Senate, without submission of their apologies to the Secretary in advance of the meeting.

1. The member in question may be reinstated on appeal by agreement of the Speaker of the Student Senate and the President, where such absence is caused by justifiable circumstances which have been explained to and accepted by the Speaker of the Student Senate and the President.

26. The Speaker of the Student Senate shall cause to have made a seal of the Union which shall be affixed to all required Union documents, including warrants of appointment, certification of impeachment and other technical communications and which shall be held in the office of the Secretary to the Student Senate. The Speaker of the Student Senate shall determine the documents to which the seal shall be affixed.

27. The Speaker, Deputy Chair, Secretary, and Vice-Secretary may only be removed from office by a two thirds majority of the Student Senate, provided that at least one month's notice of such motion is given and that part of the Student Senate meeting shall be chaired by the Chairperson of the Electoral Commission or their nominee.

28. Union policy and mandates set by the Student Senate, shall lapse at the earlier of:

1. three calendar years from the passing of the motion in question;
2. such earlier time as is specified in the motion in question;

3. the passing by the Student Senate of a contrary policy or mandate; or
 4. the passing by the Student Senate of a motion declaring that the policy or mandate in question has been completed to its satisfaction or is no longer of relevance.
29. The wording of motions, to be effective, must be as clear and succinct as possible. It is recognised, however, that only the member of the Student Senate drafting the motions concerned can decide upon the content of the proposals which they are sponsoring.
30. The President shall be required to sign all mandates passed by the Student Senate within seven days of its passage. Within the seven days, the President may veto said mandate(s) by alerting the Speaker of the Student Senate in writing that of their intention to veto said mandate(s). Mandates vetoed by the President shall be returned to the Student Senate, and with a vote of two-thirds, the veto of the President may be overridden. Should the President fail to sign or veto within seven days, the mandate shall be enacted.
31. Each member of the Executive shall deliver their officer report to the Student Senate, or to the Student Senate through its Executive Oversight & Accountability Committee, for the approval, of the Committee, and of the Student Senate.
1. Where the report of a member of the Executive has been rejected on more than one occasion, the matter shall be referred to the Disciplinary Committee of the Board of Trustees by the Speaker of the Student Senate seeking leave to engage the Impeachment Referendum procedure outlined in Article 7.5 of this Constitution.
32. The fundamental duties and functions of the members of the Student Senate, with the exception of the ex officio members, are to:
1. Make themselves known to their constituents
 2. Actively participate in the Student Senate or, if unable to do so, forward apologies by email to the Secretary of the Student Senate.
 3. Bring their experience to propose and influence mandates and policy,

4. Take an active role in the formation of Union policy in the interests of their constituents.
 5. Hold the officers to account and through the Student Senate
 6. 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.
 7. Consult the President or relevant Officer before making any representation or publishing any publication.
 8. Assist in the distribution of Union publications to their constituencies.
 9. Regularly inform their constituents of any initiatives or campaigns being undertaken by the Union.
 10. Hold the Executive to account at meetings of the Student Senate.
33. Subject to this Constitution, the Student Senate shall determine its own procedures and shall be bound by their Standing Orders contained in Schedule 2 of this Constitution.

ARTICLE 9 – EXECUTIVE

1. Subject to this Constitution and the Student Senate, the Union Executive, hereinafter known as “the Executive”, shall meet and act as a collective authority, and shall be collectively responsible for the day to day operation of the Union, in addition to each officer’s own portfolio, and shall have powers to take necessary decisions in between meetings of the Student Senate. Any such decisions must be ratified at the next meeting of Student Senate and shall lapse and have no further effect if not so ratified.
2. The Executive shall consist of:
 1. The Sabbatical Officers;
 2. The Faculty Convenors;
 3. The Postgraduate Representatives; and
 4. The Oifigeach na Gaeilge (Irish Language Officer).

3. Details of the Executive members shall be set out in Article 10 of this Constitution.
4. All members of the Executive shall be directly elected in accordance with Article 14 and Schedule 24 of this Constitution.
5. No person shall simultaneously hold more than one position on the Executive.
6. The Executive shall meet as often as necessary and a minimum of once every two weeks during term time and a minimum of once every month outside of term time.
 1. At least forty-eight hours notice shall be given for a normal meeting of the Executive.
7. Additional (Special) meetings of Executive shall be called by the President on the receipt of a written request from any of the following, namely: the President or one-thirds of the membership of the Executive.
 1. At least twenty-four hours notice shall be given for a special meeting of the Executive.
8. Decisions made by the Executive shall require:
 1. A simple majority at a normal meeting of the Executive
 2. A two-thirds majority at a special meeting of the Executive.
9. Quorum shall consist of:
 1. 50% + 1 of the membership of the Executive during term time
 2. Two-thirds of the membership of the Executive outside of term time.
10. In the case of an equality of votes on any matter the matter shall be deemed to not have been passed but may be re-submitted for consideration at a future meeting.
11. The President shall act as chairperson of all meetings of the Executive.
 1. The President may designate another Sabbatical Officer to chair a meeting in their absence.

12. The Vice President Education shall act as secretary and convenor of all meetings of the Executive. [SEP]
13. Attendance at Executive meetings shall be compulsory for all those entitled to attend and vote.
14. Apologies should be send in advance of the meeting and should be directed to the Secretary of the Executive.
 1. Any member who misses more than two consecutive meetings, any four meetings in a single semester, or any eight meetings of the Executive without apologies being accepted shall be deemed to have resigned.
 2. The member in question may be reinstated on appeal by agreement of the President, where such absence is caused by justifiable circumstances which have been explained to and accepted by the President.

15. Each member of the 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.
16. The Executive shall have the right to defer the implementation of any decisions made by the Student Senate, where they believe in their absolute discretion, that the decision is contrary to the Constitution or Union policy. The President will refer any such decision in writing within 24 hours of it being made, to the Speaker of the Student Senate, who shall place the matter for priority discussion at the next scheduled meeting of the Student Senate.
17. All of the members of the Executive are obliged to act in accordance with policies or mandates enacted by a Policy Referendum or the Student Senate, save as otherwise subject to this Constitution and the law.
18. No individual may serve for more than two terms in any one part-time officer position and no more than three terms in any combination of part-time officer positions.
19. No individual may serve for more than two terms in any one sabbatical position and no more than three terms in any combination of sabbatical positions.
20. Except where otherwise explicitly stated in this Constitution, nominations and appointments, except where the positions are ex officio, to all University boards, council, faculties, committees, and other groups shall be made by the Executive, on the recommendation of the President, and be noted by the Student Senate.
 1. Warrants of appointment shall be issued to the nominee by the President specifying the terms and conditions of service.
21. Except where otherwise explicitly stated in this Constitution, nominations and appointments, except where the positions are ex officio, to all Union boards; assemblies; councils; forums; committees; and other groups; as well as to external bodies, shall be made by the Executive, on the recommendation of the President, and be noted by the Student Senate.

1. Warrants of appointment shall be issued to the nominee by the President specifying the terms and conditions of service.
22. Such appointments must recognise that they are the representatives of the Students' Union and within the terms of confidentiality required by any such body they are subject to the Constitution and policy of the Union.
23. Subject to this Constitution and the Student Senate, the Executive shall determine its own procedures and shall be bound by their Standing Orders contained in Article 9 and Schedule 26 of the Constitution.

ARTICLE 10 – OFFICERS OF THE UNION

1. There shall be four sabbatical officers, who shall be directly elected by the ordinary members of the Union in accordance with Article 14 and Schedule 24 of this Constitution and who shall pursue their duties on a full-time basis. These shall be:
 1. The President
 2. The Vice President Education
 3. The Vice President Welfare & Equality
 4. The Vice President Student Life
2. There shall be three faculty convenors, who shall be directly elected by the ordinary members of their respective faculties in accordance with Article 14 and Schedule 24 of this Constitution and who shall pursue their duties on a part-time basis. These shall be:
 1. The Arts, Celtic Studies, & Philosophy Faculty Convenor;
 2. The Social Sciences Faculty Convenor; and
 3. The Science & Engineering Faculty Convenor.
3. There shall be two Postgraduate Representative. These shall be:
 1. The Postgraduate Representative; and
 2. The Doctoral Postgraduate Representative

4. The Postgraduate Representative shall be directly elected by the postgraduate ordinary members of the Union in accordance with Article 14 and Schedule 24 of this Constitution and who shall pursue their duties on a part-time basis and the Doctoral Postgraduate Representative shall be directly elected by the doctoral postgraduate ordinary members of the Union in accordance with Article 14 and Schedule 24 of this Constitution and who shall pursue their duties on a part-time basis.
5. There shall be an Oifigeach na Gaeilge (Irish Language Officer) who shall be directly elected by the ordinary members of the Union in accordance with Article 14 and Schedule 24 of this Constitution and who shall pursue their duties on a part-time basis.
6. The President
 1. The President shall be the CEO, First Officer & Chief Spokesperson of the Union and shall be ultimately responsible for the administration of the Union. All staff of the Union shall ultimately be responsible to the President.
 2. They shall exercise and perform the powers and functions conferred on the President by this Constitution and any additional functions, duties or responsibilities conferred by the Student Senate. ^[L]_[SEP]
 3. In conjunction with the finance function of the Union they shall be responsible for preparing a master budget for the Union for approval by the Board of Trustees and ensuring strict adherence to that budget. ^[L]_[SEP]
 4. They shall be responsible for the strategic development and overall direction of the Union.
 5. They shall be ultimately responsible for the financial affairs of the Union and establish regulations for the financial administration of the Union.
 6. They shall be ultimately responsible for the provision of entertainments for members of there Union
 7. They shall be ex officio chair of all meetings of the Union, except where otherwise explicitly stated in the Constitution but may delegate any of these positions to another officer. ^[L]_[SEP]

8. They shall have plenary powers between meetings of the Executive to fulfil the aims and objectives of the Union, but shall be responsible to the Executive and the Student Senate for these actions.
9. They shall have the right of attendance and address at all meetings established within the terms of this Constitution.
10. They shall be, ex officio, a member of the University's Governing Authority and Academic Council
 - (a) They shall endeavour to sit on relevant committees and sub-committees of the University.
11. The President shall maintain a record of all boards, committees and other bodies within the University, and the Union representation at each.
12. They shall be responsible for leading all national campaigns on behalf of the Union.
13. They shall be ultimately responsible for all Union publications.
14. They shall nominate one of the sabbatical officers to deputise and specify the order of succession amongst the Vice Presidents.
15. They shall maintain a record of all boards, committees and other bodies within the University, and the Union representation at each. They shall ensure that this record is included in any crossover document compiled for the training and reference of their successor.
16. They shall ensure that full crossover training is provided for all incoming officers of the Union and shall be ultimately responsible for ensuring that each sabbatical officer provides a cross-over manual and abides by HR policies implemented by the Union.
17. They shall ensure that all Executive members produce and publish officer reports six times per year and at least three times per semester.
18. They shall liaise between the Executive and the Board of Trustees between meetings of the Board of Trustees.
19. For the time that the Union is a member organisation of the Union of Students in Ireland, the President shall be the principal delegate and

spokesperson to the National Council and Annual Congress of the Union of Students in Ireland.

7. Vice President Education

1. The Vice President Education shall be responsible for dealing with issues of academic interest and general academic advancement of the student body of the University.
2. Be responsible for dealing with all academic-related casework by:
 - (a) Acting as a point of peer-provided guidance
 - (b) Acting as a listening & referral service
3. They shall be responsible for updating members on changes in the education system or changes within the educational structure of the University which are relevant to students.
4. They shall be responsible for developing and enacting all Union educational policies and campaigns.
5. They shall be responsible for the maintenance of an effective Student Academic Representative system, Academic Assembly, and Faculty Assemblies, to include co-ordination of training and development for Academic Representatives. ^[1]_[SEP]
6. They shall endeavour to attend all meetings of committees of which they are member and to coordinate and maximise student representation on other appropriate academic structures.
7. They shall endeavour to represent the needs of students by campaigning at both local and national level.
8. For the time that the Union is a member organisation of the Union of Students in Ireland, the Vice President Education shall be a delegate to the National Council and Annual Congress of the Union of Students in Ireland.

8. Vice President Welfare & Equality

1. The Vice President Welfare & Equality shall be responsible for issues that relate to student welfare, equality, and other issues of social significance.
2. Be responsible for dealing with all welfare-related casework by:
 - (a) Acting as a point of peer-provided guidance

(b) Acting as a listening & referral service

3. Ensure the dignity and defence of the rights of the membership of the Union and within the University.
4. Be responsible for the planning and implementation of at least three welfare campaigns and two equality campaigns per year.
5. Ensure that there are procedures in place, which are adhered to, for members discriminated against on grounds of gender, marital status, family status, sexual orientation, religion, political belief, age, nationality, disability, race or membership of the Traveller community.
6. Consult, in strict confidence with members in the event of discrimination by any member of the Union or University, and shall represent individuals when requested to the relevant body or authority.
7. Be responsible for formulating and having enacted the Union's welfare and equality policies and procedures.
8. They shall endeavour to attend all meetings of committees of which they are member and shall use those committees to represent the best interests of students.
9. They shall endeavour to work with the University to ensure effective health promotion.
10. They shall endeavour to represent the needs of students by campaigning at both local and national level.
11. They shall undertake a programme of relevant training and shall complete a programme of such training in advance of the commencement of the first semester.
12. For the time that the Union is a member organisation of the Union of Students in Ireland, the Vice President Welfare & Equality shall be a delegate to the National Council and Annual Congress of the Union of Students in Ireland.

9. Vice President Student Life

1. The Vice President Student Life shall ensure that all Clubs and Societies produce a capitation application, a full list of assets and semester audits.
2. Be responsible for training and development of members of Clubs and Societies Executive committees.
3. Maintain a full and up-to-date list of all Clubs and Societies and their contact information.
4. Communicate all relevant matters from the Union to the Clubs and Societies and from Clubs and Societies to the Union.
5. Aid and advise Clubs and Societies on the organisation of events and other activities.
6. Promote Clubs and Societies participation and activities throughout the University.
7. Create a Clubs and Societies handbook available to all Clubs and Societies at the beginning of each Academic year.
8. Sit on all committees relevant to Student Life and Engagement at both Union and University level.
9. Ensure the Unions involvement in the management and running of relevant campus-wide events relating to student life
10. Liaise with the Executive on matters relating to the advertisement and promotion of Union activities and entertainments
11. Responsible, in conjunction with the Entertainments Committee, for the promotion of all Union activities and entertainments
12. They shall assist the Faculty Convenors and Student Academic Representatives in the organisation of the entertainments for their constituencies.
13. Find suitable charitable candidates and through a vote of MSU Student Senate determine the Annual MSU Charity.

14. Act as a spokesperson for the Union on matters regarding the development of student entrepreneurship and volunteering.
15. Be responsible for all Union fundraising towards charitable purposes and goals, and shall arrange one major event for this purpose in each semester.
16. For the time that the Union is a member organisation of the Union of Students in Ireland, the Vice President Student Life shall be a delegate to the National Council and Annual Congress of the Union of Students in Ireland.

10. Faculty Convenors

1. The Faculty Convenors shall be the primary means of communications between the students and student academic representatives in their faculty and the Executive. In particular the Faculty Convenors shall be responsible for raising awareness of issues specific to their respective faculties in all appropriate fora including the Student Senate and Executive meetings.
 - (a) They shall be responsible for the distribution of information and for the implementation of the campaigns of the Union within their faculties.
 - (b) Recognising the non-sabbatical nature of the Faculty Convenor positions, the sabbatical officers and the Union generally shall endeavour to provide support to the Faculty Convenors in the discharge of their roles.
2. They shall be responsible for the recruitment of Student Academic Representatives within their own faculty.
 - (a) They shall be responsible for organising the election of the Student Academic Representatives for the constituencies within their faculties.
3. Each Faculty Convenor shall arrange for a Faculty Assembly meetings to occur in their respective faculties normally six times per academic year, normally with three meetings per semester. ^[11]_{SEP}
4. The Faculty Convenor shall be the Chairperson of their respective Faculty Assemblies.

(a) A deputy chairperson and Secretary shall be elected from the Faculty Assembly at the first meeting of the year.

5. They shall, where practicable, undergo training during the summer months as organised by the Union.

11. Postgraduate Representative

1. The Postgraduate Representative shall be responsible for dealing with issues relating to the education, welfare and student experience of postgraduate members of the Union.
2. They shall endeavour to attend all meetings of committees of which they are a member, and to coordinate and maximise student representation on other appropriate academic structures.
3. They shall assist the Vice President Welfare & Equality and Vice President Education with such duties of those officers as relate to postgraduate students.
4. They shall be responsible, along with the Vice President Education and relevant Faculty Convenor, for the recruitment of postgraduate Student Academic Representatives.
5. They shall convene a meeting of postgraduate Student Academic Representatives at least one per semester.
6. They shall, insofar as may be practical, endeavour to make themselves known to postgraduate members of the Union
7. They shall be responsible for informing and encouraging the career development of all members of the Union and shall:
 - (a) liaise with the University careers office on an ongoing basis;
 - (b) provide information on graduate employment opportunities and postgraduate studies; and
 - (c) encourage student engagement with relevant careers and education fairs.
8. They shall be liaise with the Executive on matters relating to postgraduate members of the Union.

9. They shall be responsible for ensuring effective communication between the Union and postgraduate members of the Union.
10. They shall aim to ensure that postgraduate members of the Union are aware of their responsibilities in relation to University procedures.
11. They shall run at least two events for postgraduate students each semester
12. They shall take a leading role in all national campaigns with a particular relevance to postgraduate members of the Union
13. Postgraduate Representative shall be ex officio members of the Governing Authority, Academic Council, and Postgraduate Feedback Council.

12. Doctoral Postgraduate Representative

1. The Doctoral Postgraduate Representative shall be responsible for dealing with issues relating to the education, welfare and student experience of doctoral postgraduate members of the Union.
2. They shall endeavour to attend all meetings of committees of which they are a member, and to coordinate and maximise student representation on other appropriate academic structures.
3. They shall assist the Vice President Welfare & Equality and Vice President Education with such duties of those officers as relate to doctoral postgraduate students.
4. They shall, insofar as may be practical, endeavour to make themselves known to doctoral postgraduate members of the Union
5. They shall be responsible for informing and encouraging the career development of all members of the Union and shall:
 - (a) liaise with the University careers office on an ongoing basis;
 - (b) provide information on graduate employment opportunities and postgraduate studies; and
 - (c) encourage student engagement with relevant careers and education fairs.

6. They shall be liaise with the Executive on matters relating to doctoral postgraduate members of the Union.
 7. They shall be responsible for ensuring effective communication between the Union and doctoral postgraduate members of the Union.
 8. They shall aim to ensure that doctoral postgraduate members of the Union are aware of their responsibilities in relation to University procedures.
 9. They shall run at least one event for doctoral postgraduate students each semester
 10. They shall take a leading role in all national campaigns with a particular relevance to doctoral postgraduate members of the Union
 11. The Doctoral Postgraduate Representative shall be an ex officio member of the Academic Council and Postgraduate Feedback Council.
13. Oifigeach na Gaeilge (Irish Language Officer)
1. The Oifigeach na Gaeilge (Irish Language Officer) shall promote the use of the Irish language within the Union and to foster the development of a bi-lingual culture within the University.
 2. Represent the interests of relevant Irish linguistic and cultural groups to the Executive and in the University at various University committees as appropriate, including Coiste na Gaeilge.
 3. In conjunction with the Vice President Student Life and relevant student groups organise and co-ordinate cultural activities including, but not limited to, Seachtain na Gaeilge.
 4. Be responsible for the promotion of the Irish language in the Union, through social and other activities, including but not limited to Seachtain na Gaeilge.
 5. Be responsible for maintaining good relations with societies promoting the Irish language within the University.
 6. Liaise with the University and residents of campus accommodation in Irish language schemes
 7. Strive to have bi-lingual signage displayed across the campus.

ARTICLE 11 – STUDENT ACADEMIC REPRESENTATIVES & ASSEMBLIES

1. There shall be Student Academic Representatives who shall act as the official representative of a class/module/programme/course. Student Academic Representatives will be responsible for giving regular feedback to their constituents.
2. Provision shall be made by the Electoral Commission (the Commission), on the advice of the Vice President Education, to determine class/module/programme/ course groups for the purpose of determining the number of Student Academic Representatives positions and establishing electoral constituencies to elect Student Academic Representatives at undergraduate and postgraduate or other levels within the University. The Electoral Commission (the Commission), on the advice of the Vice President Education, may provide for the amalgamation and the division of class/module/programme/course groups in circumstances where, in its opinion, such a course of action is required to achieve equitable representation, to ensure that sub-groups or streams of a class/module/programme/course are represented by a Student Academic representative.
3. Subject to this Constitution and the Student Senate, Student Academic Representatives shall have the following duties, roles, and responsibilities;
 1. making themselves known to their constituents
 2. liaising with lecturers, tutors & demonstrators on behalf of their constituents;
 3. fostering a sense of community within their constituents;
 4. attend meetings of their relevant Faculty Assembly, and Academic Assembly if applicable, or if unable to do so, forward apologies to the Secretary of the relevant Assembly.
 5. 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.

6. Regularly inform their constituents of the deliberations of the relevant Faculty Assembly, and Academic Assembly if applicable, and act on behalf of their constituents at the relevant Faculty Assembly, and Academic Assembly if applicable
 7. Attend Student Academic Representative training and other trainings provided to Student Academic Representatives.
 8. Insofar as may be practical, make themselves known, as the elected Student Academic Representative and department liaison, to both their constituents and all relevant academics for the purposes of carrying out the duties of a Student Academic Representative.
 9. To organise social activities for their constituents and work to create a positive social environment for their class
4. There shall be Faculty Assemblies to provide a forum for discussion on all issues of particular relevance to a particular faculty, including, but not limited to: academic programmes; all areas of teaching and learning; facilities; and all matters relating to the education, welfare and student experience of students in the relevant faculty.
1. Faculty Assemblies shall be created and stand dissolved inline with the creation and dissolution of faculties within the University's structures.
 2. The structure and membership of Faculty Assemblies shall consist of members of the Executive and Student Academic Representatives from their respective faculties and will be set out in Schedule 4, Schedule 7, Schedule 9, and Schedule 11 of this Constitution.
 3. The meetings of Faculty Assemblies shall be open to the elected Student Academic Representative to that faculty; however, no person other than an members of the Student Senate, members of the Executive, or other persons so invited, may address or be heard at a Faculty Assembly Meeting.
 4. Each Faculty Assembly, as set out in Schedule 4, shall, at their first meeting, elect their representatives to be members of the Student Senate. Faculty Assembly members elected to Student Senate must attend the

Faculty Assembly meetings from which they were elected and meetings of the Student Senate.

5. Subject to this Constitution and the Student Senate, Faculty Assemblies shall determine its own procedures and shall be bound by their Standing Orders contained in Schedule 8, Schedule 10, and Schedule 12 of this Constitution.
5. There shall be Academic Assembly to provide a forum to discuss issues related to academic affairs, teaching and learning, and quality assurance, as well as areas that influence student learning, as they affect all students across the University so as to be in a position to advise the Vice President Education and the Union where necessary.
 1. Membership of Academic Assemblies shall consist of members of the Executive and all Student Academic Representatives and will be set out in Schedule 4 of this Constitution.
 2. The Academic Assembly shall convene as and when required.
 - (a) Meetings of the Academic Assembly may be convened on the receipt of a written request from any of the following, namely: the VP Education, all faculty convenors, or one-third of the membership of Academic Assembly.
 - (b) At least seventy-two hours notice shall be given for a meeting of the Academic Assembly.
6. The Academic Assembly shall have the following standing committees, namely:
 1. Student Academic Representation Review Committee
 2. Student Engagement & Feedback Committee

7. The Academic Assembly shall have as many other committees as it deems necessary, set out in Schedule 6, to assist the conduct of its business.
8. Subject to this Constitution and Student Senate, Academic Assembly shall determine its own procedures and shall be bound by their Standing Orders contained in Schedule 5 of this Constitution.

ARTICLE 12 – WELFARE & EQUALITY FORUM

1. There shall be a Welfare & Equality Forum to provide a forum of discussion on welfare, equality, and campaign related issues.
 1. Membership of Welfare & Equality Forum shall consist of the the VP Welfare & Equality (chair) and be open to all ordinary members of the Union.
 2. The Welfare & Equality Forum shall meet as and when required.
 3. Quorum shall consist of one third of the Welfare & Equality Forum membership
 4. The VP Welfare & Equality shall appoint a Secretary to Welfare & Equality Forum, and it's working groups, to provide such technical and administrative supports as the Welfare & Equality Forum may determine.
 5. Attendance at meetings of the Welfare & Equality Forum shall be open to all current members of the Union.
 6. The Welfare & Equality Forum shall have the following working groups, namely:
 - (a) Welfare Working Group
 - (b) Equality Working Group
 - (c) Campaigns Working Group
7. The Welfare & Equality Forum working groups shall normally meet six times per academic year, normally with three meetings per semester.

2. Subject to this Constitution and Student Senate, Welfare & Equality Forum, and its working groups, shall determine its own procedures and shall be bound by their Standing Orders contained in Schedule 14 of this Constitution.

ARTICLE 13 – CLUBS COUNCIL & SOCIETIES COUNCIL

1. There shall be a Clubs Council to provide a forum to discuss, and offer opinion on, issues relating to the University's Clubs. The Clubs Council shall advise the Union on club matters and advises and informs clubs' policy
 1. Membership of the Clubs Council shall consist of the VP Student Life (chair) and the President (or nominee) of every recognised Club.
 2. Members may only represent one Club at Clubs Council.
 3. Clubs Council shall normally meet six times per academic year, normally with three meetings per semester.^[L]_[SEP]
 4. Additional (Special) meetings of Clubs Council shall be called by the VP Student Life on the receipt of a written request from the VP Student Life or one-third of Clubs Council members.^[L]_[SEP]
 5. Quorum shall consist of one third of the Clubs Council membership
 6. The VP Student Life shall appoint a Secretary to Clubs Council to provide such technical and administrative supports as Clubs Council may determine.
 7. The Clubs Council shall have working groups, as set out in Schedule 18, to assist the conduct of its business.
 - (a) Club membership to working groups may be revised at or before the second meeting of the Student Senate each session.
 8. Attendance at meetings of the Clubs Council shall be open to all current members of the Union. Individuals other than members (President, or nominee, of every recognised Club) of the Clubs Council may be permitted to speak at any meeting with the agreement of the majority of the members of the Clubs Council

9. Subject to this Constitution and Student Senate, the Clubs Council shall determine its own procedures and shall be bound by their Standing Orders contained in Schedule 17 of the Constitution.
2. There shall be a Societies Council to provide a forum to discuss, and offer opinion on, issues relating to the University's Societies. The Societies Council shall advise the Union on Societies matters and advises and informs Societies' policy
 1. Membership of the Societies Council shall consist of the VP Student Life (chair) and the President (or nominee) of every recognised Society.
 2. Members may only represent one Society at Societies Council.
 3. Societies Council shall normally meet six times per academic year, normally with three meetings per semester. ^[1]_[SEP]
 4. Additional (Special) meetings of Societies Council shall be called by the VP Student Life on the receipt of a written request from the VP Student Life or one third of Societies Council members. ^[1]_[SEP]
 5. Quorum shall consist of one third of the Societies Council membership
 6. The VP Student Life shall appoint a Secretary to Societies Council to provide such technical and administrative supports as Societies Council may determine.
 7. The Societies Council shall have working groups, as set out in Schedule 21, to assist the conduct of its business.
 - (a) Society membership to working groups may be revised at or before the second meeting of the Student Senate each session.
 8. Attendance at meetings of the Societies Council shall be open to all current members of the Union. Individuals other than members (President, or nominee, of every Society Club) of the Societies Council may be permitted to speak at any meeting with the agreement of the majority of the members of the Societies Council

9. Subject to this Constitution and Student Senate, the Societies Council shall determine its own procedures and shall be bound by their Standing Orders contained in Schedule 20 of this Constitution.

ARTICLE 14 – THE ELECTORAL ORGANISATION

1. There shall be an Electoral Commission and Returning Officer Team which shall manage and implement all Union elections and referendums.
2. The Electoral Commission shall regulate the conduct of elections by producing electoral regulations, which shall form an Electoral Regulation Manual, which shall be presented to the Student Senate for noting on an annual basis.
 1. Membership of the Electoral Commission shall be comprised of not less than five and not more than nine members.
 2. The Electoral Commission shall meet as often as it considers appropriate but at least once per semester.
 3. Attendance by non members of the Electoral Commission to meetings of the Electoral Commission shall be by invitation of the Electoral Commission only
 4. A Secretary shall be appointed by the President to provide such technical and administrative supports to the Electoral Commission as it may determine.
 5. The Electoral Commission shall put in place regulations governing the conduct of candidates and campaigners in respect of elections and referendums, which shall include regulations requiring candidates or campaigners not to breach University regulations or the law.
 - (a) Without prejudice to the generality of the foregoing, the Electoral Commission having consulted the President, may make such regulations as they deem appropriate to control expenditure in elections & referendums.
 - (b) In a referendum or election in respect of which there is a spending limit, all electoralspending 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.

(c) 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.

6. The Electoral Commission 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 Electoral Commission, of the total valid poll in the count in which they were eliminated. The minimum percentage in question set by the Electoral Commission may be variable to reflect the number of candidates in each election.

3. There shall be a Returning Officer Team which shall execute and implement the regulations of the Electoral Commission in conducting and supervising the process of all Union elections and referendums.

1. The Chief Returning Officer and the Deputy Returning Officer shall be appointed by the Election Ratification & Appeals Committee.

2. The Chief Returning Officer shall

(a) Hold no officership or staff position in any of the Union; Maynooth University; or Saint Patrick's College, Maynooth; and all their associated campuses, enterprises, and companies; and shall not be a member of the Union's Board of Trustees

(b) Be appointed for a three-year term. There shall be no limit to the number of terms for which an individual may be appointed as Chief Returning Officer.

3. The Deputy Returning Officer shall

- (a) Jointly with the Chief Returning Officer supervise all elections and referendums, and who shall be primarily responsible for the administration of said elections and referendums. In the event of a disagreement, the Chief Returning Officer's decision shall be taken.
 - (b) Be appointed for a one-year term. There shall be no limit to the number of terms for which an individual may be appointed as Chief Returning Officer.
4. The Chief Returning Officer and the Deputy 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.
 - (a) 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 Deputy Returning Officer. Any power reserved exclusively to the Chief Returning Officer may only be exercised by the Chief Returning Officer.
4. Election procedures, as established by the Electoral Commission, shall be decided in the first instance by the Returning Officers subject to any appeal to the Election Ratification & Appeals Committee of the Board of Trustees, while the following provisions, and the provisions of Schedule 23 and Schedule 24 of this Constitution, shall be mandatory:
 1. The members of the Executive and Student Senate shall be elected annually at elections held within 50 days of the commencement of the second semester.
 - (a) With the exception of the First Year Senator who shall be elected annually at elections held within 30 days of the commencement of the first semester.
 2. Student Academic Representative elections shall take place before the first meeting of the Student Academic Assembly.

3. Notice of elections shall be given at least 20 days prior to the opening of polls.
4. Nominations shall be open for the first 10 of these days, during which time no canvassing shall take place.
5. Each member of the Union who seeks nominates a candidate for election shall sign the relevant nomination form published by the Returning Officers and provide their name and student number, and such other information as the Returning Officers shall direct.
 - (a) 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.
6. Nominations shall close at 12 noon on the tenth day of notice.
 - (a) Nominations shall be put in the hands of the Returning Officer or their designated agent.
7. In all elections to the Executive and the Student Senate 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 14.4.9 and Article 14.4.10 of this Constitution shall be followed.
8. A full list of nominations received shall be published and displayed publicly by 5pm on the day following the close of nominations.
9. Where an Executive or Student Senate position being elected in the semester two elections remains unfilled, it shall be filled by the holding of a by-election before the end of the first semester of the following academic year.
10. Where a semester one position is unfilled, it shall be filled by the holding of a by-election held before the end of semester one.

11. In the event that a member of the Executive 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.
12. In the event that a member of the Executive 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.
13. All hustings or public debates organised by the Union with or between candidates or interested parties in an election or referendum taken by the Union shall be convened and chaired by the Deputy Returning Officer or their nominee.
14. Polling shall take place at such times and at such locations as the Returning Officers shall determine, having consulted with the President.
15. Instructions to voters, as decided by the Returning Officers, subject to any appeal to the Elections & Appeals Committee, shall be displayed clearly at all polling stations at every election.
16. Within 24 hours of the close of polling in an election or referendum the Returning Officers shall supervise the counting of votes.
17. The Returning Officers shall publish and display publicly the results of the election by 5pm on the day following the count.
18. The Returning Officer shall without delay submit the declaration of results to the Elections & Appeals Committee which shall meet within five days of receiving the declaration of the results to discuss any matters arising from the conduct of the election.
19. Any person who has a reason to believe that there was any irregularity of any kind regarding the conduct of an election shall have the right to put in the hands of the Returning Officers, or their designated agent, a written letter of complaint which shall contain all the details relevant to the complaint and the contact information of one person willing to speak in support of the complaint.

- (a) This complaint shall be lodged within a three day period from the declaration of the results of the election.
 - (b) On receipt of a complaint the Returning Officers shall present it to the Chairperson of the Election Ratification & Appeals Committee, who shall add the complaint to the agenda of the meeting of the committee described at Article 14.4.18 above.
 - (c) The Election Ratification & Appeals Committee shall have the right to summon the person detailed in the complaint and any other person to assist in their ruling.
 - (d) The ruling of the Election Ratification & Appeals Committee may be further appealed to the Board of Trustees, whose decision shall be final.
20. 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 Electoral Commission, acting by a two-thirds majority. The Election Ratification & Appeals Committee may overturn a decision to use online or electronic voting at least two weeks prior to the primary polling date of the relevant election or referendum if the Election Ratification & Appeals Committee has a significant concern in relation to the security, integrity or accuracy of the proposed online or electronic voting.
21. All elections shall be by means of proportional representation with a single transferable vote with the exception of Student Academic Representative and elections, which shall operate in a manner as decided by the Electoral Commission.
22. Candidates for elections to the Executive, shall be required upon acceptance of nomination to agree to be bound by such Terms and Conditions of Officership as shall be set from time- to-time by the Board of Trustees pursuant to the advice of the legal advisor to the Union. The Terms and Conditions of Officership shall be provided prior to the elections and shall be discarded in respect of unsuccessful candidates.

- (a) The Terms and Conditions of Officership of the four sabbatical full-time paid officerships shall include provisions relating to general conduct of the officer to be enforced by the Board of Trustees including, but not limited to, stipend rates, office hours, non-compliance and discipline, loss of stipend for non-compliance etcetera.

23. The Returning Officers shall report to the Student Senate. These reports shall be in the form of Aide Memoirs

ARTICLE 15 – TERMS OF OFFICE

1. The term of office for members of the Union who hold a position in the Union shall be as follows:
 1. As members of the Executive
 - (a) All member of the Executive will be elected to a term of one year from 1st July to 30th June of the following year.
 2. As members of Student Senate
 - (a) All members of the Student Senate directly elected to the Student Senate will be elected to a term of one year from 1st July to 30th June.
 - i. All members of the Student Senate directly elected to the Student Senate elected in a by-election will be elected to a term of one year from the date of their election to 30th June of the following year.
 - (b) All other members of the Student Senate will be elected to a term of one year from the date of their election to the Student Senate to 30th June of the following year.
 3. As Student Academic Representatives
 - (a) All Student Academic Representatives will be elected to a term of one year from the date of their election in the first semester to 30th June of the following year.
 4. As members of Committees / Working Groups
 - (a) Membership of committees and working groups shall be co-terminous with their relative term of office on the Executive, Students Senate, or as a Student Academic Representatives.

5. As members of the Electoral Commission

- (a) The Chief Returning Officer will serve a term of three years that will cease on 30th June three years from the date of their appointment
- (b) The Deputy Returning Officer will serve a term of one year from the date of their election to 30th June of the following year.
- (c) The remaining member of the Electoral Commission shall serve a term of one year from the date of their election to 30th June of the following year.

ARTICLE 16 – RESIGNATION & REMOVAL FROM OFFICE

1. The resignation or removal from position of any member of the Union who holds a position in the Union shall be as follows:

1. As members of the Executive

- (a) The resignation of any Vice President or Part Time Officer of the Executive shall take effect upon notification of same in writing to the President. The notification of resignation must be in writing and acceptance of the resignation shall not be required.
- (b) The resignation of the President shall take effect upon notification of same in writing to the Chief Returning Officer. The notification of resignation must be in writing and acceptance of the resignation shall not be required.
- (c) Article 7.5 of this Constitution provides that other than death, resignation, or permanent incapacity, an Impeachment Referendum shall be the only means for the vacation of the office of any member of the Executive.

2. As members of the Student Senate

- (a) The resignation of any member of Student Senate, other than members of the Executive Panel, from their position on the Student Senate, shall take effect upon notification of same in writing to the Speaker of the Student Senate. The notification of resignation must be in writing and acceptance of the resignation shall not be required.

- (b) Any member of the Student Senate, other than members of the Executive Panel, may be removed from office by the passing of a Motion to Remove approved by a two thirds majority of the membership of the Student Senate present at the meeting at which the motion was tabled.
 - i. A motion to Remove any member of the Student Senate must consist of the reasons for proposing to remove the member of the Student Senate.
- 3. As members of the Student Academic Assembly
 - (a) The resignation of any Student Academic Representative as a member of the Student Academic Assembly shall take effect upon notification of same in writing to the Vice President Education. The notification of resignation must be in writing and acceptance of the resignation shall not be required.
 - (b) Any member of the Student Academic Assembly may be removed from office by the passing of a Motion to Remove approved by a two thirds majority of the membership of the Student Senate present at the meeting at which the motion was tabled.
 - i. A motion to Remove any member of a Student Academic Assembly must consist of the reasons for proposing to remove the member of the Student Academic Assembly
- 4. As Student Academic Representatives
 - (a) The resignation of any Student Academic Representative shall take effect upon notification of same in writing to the relevant faculty convenor. The notification of resignation must be in writing and acceptance of the resignation shall not be required.
 - (b) Any Student Academic Representative may be removed from office by the passing of a Motion to Remove approved by a two thirds majority of the membership of the Student Senate present at the meeting at which the motion was tabled.

- i. A petition of one third of the members of the constituency must be submitted to the Faculty Assembly giving the reasons for seeking impeachment.
 - ii. A motion to Remove any Student Academic Representative must consist of the reasons for proposing to remove the Student Academic Representative.
5. As members of Committees / Working Groups
 - (a) The resignation of any member of a Committee or Working Group shall take effect upon notification of same in writing to the relevant Committee or Working Group chairperson. The notification of resignation must be in writing and acceptance of the resignation shall not be required.
 - (b) Any member of a Committee or Working Group may be removed from office by the passing of a Motion to Remove approved by a two thirds majority of the membership of the Student Senate present at the meeting at which the motion was tabled.
 - i. A motion to Remove any member of a Committee or Working Group must consist of the reasons for proposing to remove the member of a Committee or Working Group.
 - (c) A member of an ad hoc body or subcommittee of the Student Senate, or other Union forum may be removed by a two thirds majority of those present at any meeting of that body.
6. As members of the Electoral Commission
 - (a) The resignation of any member Electoral Commission as a member of the Electoral Commission shall take effect upon notification of same in writing to the Speaker of the Student Senate, who shall in turn notify the Board of Trustees. The notification of resignation must be in writing and acceptance of the resignation shall not be required.
 - (b) Any member of the Electoral Commission, with the exception of the Chief Returning Officer and Deputy Returning Officer, may be removed from office by the passing of a Motion to Remove approved by a two

thirds majority of the membership of the Student Senate present at the meeting at which the motion was tabled.

- i. A motion to Remove any member of the Electoral Commission must consist of the reasons for proposing to remove the member of the Electoral Commission.
- ii. The Chief Returning Officer and Deputy Returning Officer may only be removed from office by the Board of Trustees

7. As members of the Board of Trustees

- (a) The resignation of any member of the Board of Trustees shall take effect upon notification of same in writing to the Chairperson of the Board of Trustees. The notification of resignation must be in writing and acceptance of the resignation shall not be required.
- (b) The resignation of the Chairperson of the Board of Trustees shall take effect upon notification of same in writing to the Secretary of the Board of Trustees. The notification of resignation must be in writing and acceptance of the resignation shall not be required.
- (c) Any member of the Board of Trustees may be removed from office by the passing of a Motion to Remove approved by a two thirds majority of the membership of the Student Senate and two thirds majority of the membership of the Executive present at the respective meetings at which the motion was tabled.
 - i. A Motion to Remove any member of the Board of Trustees must consist of the reasons for proposing to remove the member of the Board of Trustees.

ARTICLE 17 – BOARD OF TRUSTEES

1. There shall be a Board of Trustees to defend the long-term interests of the Union and oversight and responsibility in relation to the Union's financial, commercial, budgetary and corporate governance matters and shall oversee the following aspects of the Union's:
 1. finances, financial management and financial planning;
 2. commercial activities and commercial development;

3. expenditure and financial controls;
 4. corporate governance;
 5. implementing a conflict of interest policy which shall be binding on all officers of the Union;
 6. policies, procedures and costs in relation to expense payments to Union officers and staff and all comparable expenditure; and
 7. employment and management of staff.
2. The Board of Trustees shall:
1. Before final approval by the Board of Trustees, review, comment upon, and amend the Union's annual budget, in consultation with the President and the finance function of the Union
 2. Present the Union's approved annual budget to the Executive and the Student Senate annually;
 3. Monitor compliance with the Union's annual budget on a regular basis
 4. Make appropriate proposals to the President to rectify any negative deviation from the budget
 5. Ensure that annual accounts are prepared and audited and appoint the Union's auditors
 6. Present the audited annual accounts to the Executive and the Student Senate annually
 7. Assist the President in developing the Union's strategic plan
 8. Approve the Union's strategic plan
 9. Safeguard the Unions' assets
 10. Determine annually, at least six weeks before the election of the Sabbatical Officers for the following academic year, the Terms & Conditions of Officership for the Sabbatical Officers for the following academic year

3. All property, assets, liabilities and investments of the Union shall be held in trust for the members of the Union by the Board of Trustees. At no stage will the trustees be personally at risk for claims against the Union or the liabilities of the Union. The Union and its members shall indemnify and hold harmless the trustees from all claims, cost, risk and expense arising from their position as trustees.
4. The Board of Trustees is ultimately responsible to the Students' Union in respect of all matters that come under its control.
 1. The Board of Trustees shall not become involved in Union policy that does not concern the general operations, finances, and/or commercial services of the Union, and in the event of a conflict, the decision of Student Senate shall be final.
5. Membership of the Board of Trustees shall consist of the following:
 1. President
 2. most immediate past President of the Union
 3. not less than five other external members who have demonstrated considerable commercial and administrative skills

6. The members of the Board of Trustees, other than the President may not be current ordinary members of the Union.
7. Quorum for meetings of the Board of Trustees shall be the presence (including incorporeal presence) of four members of the Board of Trustees, one of which must be the President.
8. The Board of Trustees shall select a chairperson of the Board of Trustees from among the external members of the Board of Trustees.
9. The Board of Trustees shall select a Secretary of the Board of Trustees from among the staff compliment of the Union.
10. The Board of Trustees shall meet as often as it considers appropriate but at least once per quarter and not less than six times per financial year.
11. The Board of Trustees shall be entitled to invite any officer and employee of the Union, or a third party, to attend a specified meeting of the Board of Trustees or a part thereof.
 1. All members of staff employed at senior management level and higher shall report to the Board of Trustees on matters that fall within their remit to each meeting of the Board of Trustees, unless excused from doing so by the Chairperson of the Board of Trustees.
12. The members of the Board of Trustees (other than the President) shall be appointed by the Executive, but only the President shall be entitled to nominate an individual for appointment to the Board of Trustees.
13. The Board of Trustees is empowered to create a company limited by guarantee to supervise the commercial activities of the Union, and to create its Board of Directors, subject to the following preconditions.
 1. Any company created by the board shall remain entirely owned by the Union, and will be responsible to the Union in respect of all matters which come under the control of the company.
 2. Notwithstanding any contrary provision in this Constitution, any company formed by the Board of Trustees shall be formed and operated in accordance with the provisions of the Companies Acts.

14. The Union shall maintain a governance manual including procurement procedures and internal financial procedures which shall be put in place by the Board of Trustees and reviewed by the Board of Trustees at least once each academic year.
15. In carrying out its functions the then President and the then Chairperson of the Board of Trustees shall be delegated and empowered to sign and execute any documentation on behalf of the entire Board of Trustees and/or the Union and they shall be the persons entitled to bind the Board of Trustees and/or the Union in any agreement. While the then President and the then Chairperson of the Board of Trustees shall not hold this power unilaterally but instead within the context of the internal approval structures of the Union, any third party without knowledge of any failures of internal approval shall be entitled to rely on the presumption that when acting under this power, the then President and the then Chairperson of the Board of Trustees, are entitled so to do.
16. Any officer or employee of the Union and any member of the Board of Trustees 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 Trustees of the conflict of interest.
17. Board of Trustees shall have the following standing committees:
 1. Election Ratification & Appeals Committee
 2. Disciplinary Committee
 3. Audit & Risk Committee
 4. Finance, Human Resources, & Capital Development Committee
18. The Finance, Human Resources, and Capital Development Committee of the Board of Trustees shall have the following standing Sub-Committees:
 1. Commercial Activities Sub-Committee
 2. Services & Facilities Sub-Committee

19. Subject to this Constitution, the committees and sub-committees of the Board of Trustees shall determine its own procedures and shall be bound by their Standing Orders contained in Schedule 22 of the Constitution.

ARTICLE 18 – UNION POLICY

1. Policy of the Union shall fall under the following headings, namely:
 1. Mandates
 2. Recommendations
 3. Regulations
2. Mandates
 1. Mandates can be issued at Student Senate level and higher in the government of the union hierarchy
 2. A mandate is a binding decision on the Union and only on those areas within the scope of the originating organ's duties
3. Recommendation
 1. Recommendations can be issued at Student Senate level and lower in the government of the Union hierarchy
 2. A recommendation is a non binding decision that must be within the scope of the originating organ's duties
4. Regulations
 1. Regulations can be issued at all levels in the government of the Union hierarchy
 2. A regulation is a binding requirement on all members of the originating organ only and only relates and regulates the duties and affairs within the scope of the originating organ

5. Policy shall not supersede any provision of this constitution.

ARTICLE 19 – EXTERNAL RELATIONS & AFFILIATIONS

1. The Union affirms its support to the ideal of co-operation among organisations whose aims and objectives are in broad agreement with the Union's, in matters relating to higher education, training and the advancement of knowledge.
2. The power of the Union in connection with its external relations shall, in accordance with this Constitution, be exercised by or on the authority of the Executive.
3. A referendum on the Union's affiliation, as a member organisation, of the Union of Students in Ireland must take place every third academic year.
4. Notwithstanding Article 8.2 of this Constitution, all Union delegates to the Annual Congress of the Union of Students in Ireland shall be selected to attend by the Executive, and noted by Student Senate, save where otherwise prescribed by Article 10.6.19, Article 10.7.8, Article 10.8.12, and Article 10.9.14. of this Constitution. The Executive, shall regulate the terms and conditions pertaining to all Union delegates attending.

ARTICLE 20 – THIS CONSTITUTION

1. This Constitution shall surpass all previous constitutions and all previous constitutions are hereby revoked.
2. The first interpreter of the Constitution shall be the President of the Union.
3. Any interpretation made by the President may be appealed to the Board of Trustees.
4. The Board of Trustees shall be the final tribunal of appeal within the Union and the final interpreter of the Constitution.
5. The Articles of the Constitution may only be amended by a Constitutional Referendum called in accordance with this Constitution.
 1. Any changes to the Articles of this Constitution shall require a simple majority in a quorate Constitutional Referendum and shall come into effect at 1am on the morning following the day upon which the result of the

relevant Constitutional Referendum is declared, or such other time as specified in the relevant referendum.

6. Any changes to the Schedules of this Constitution may be at a validly called and quorate meeting of the Student Senate.
 1. Any changes to the Schedules of this Constitution shall require a two-thirds majority in a quorate meeting of the Student Senate and shall come into effect at 1am on the morning following the day upon which the result of motion is declared, or such other time as specified in the relevant motion.
7. 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.
8. Such alterations shall be confirmed at a meeting of the Election Ratification & Appeals Committee, to take place as soon as practicable after the passing of the limitation periods for appeals against the result of the Referendum. The Election Ratification & Appeals Committee shall certify the amended version of this Constitution.
9. A certified Constitution shall be kept by the President as the Official Constitution of the Union
10. Where a conflict occurs between a Schedule and an Article of the Constitution, the Articles of the Constitution shall take precedence.
11. This constitution shall be made available in both the English and Irish Languages however; in the event of a conflict the English version shall take precedent.
12. The President shall make available copies of this Constitution as and when same are requested by any member of the Union.
13. This Constitution may be replaced in its entirety by means of Constitutional Referendum in accordance with the provisions of Article 7.3 of this Constitution

SCHEDULES

SCHEDULE 1 – ANCILLARY MATTERS RELATING TO THE STUDENT SENATE

1. Membership of the Student Senate shall consist of the following:

1. Executive Members

- (a) President, ex officio
- (b) Vice President Education, ex officio
- (c) Vice President Welfare and Equality, ex officio
- (d) Vice President Student Life, ex officio
- (e) Arts, Celtic Studies and Philosophy Faculty Convenor, ex officio
- (f) Social Sciences Faculty Convenor, ex officio
- (g) Science and Engineering Faculty Convenor, ex officio
- (h) Oifigeach na Gaeilge (Irish Language Officer), ex officio
- (i) Postgraduate Representative, ex officio
- (j) Doctoral Postgraduate Representative, ex officio

2. Faculty Council Members

- (a) Three Academic Representatives from the Arts, Celtic Studies & Philosophy Faculty Assembly
- (b) Three Academic Representatives from the Social Sciences Faculty Assembly
- (c) Three Academic Representatives from the Science & Engineering Faculty Assembly

3. Postgraduate Panel

- (a) Two Taught Postgraduate Senators
- (b) Two Research Postgraduate Senators

4. Clubs Council & Societies Council Panel

- (a) Two Presidents of a Clubs
- (b) Two Presidents of a Societies

5. Interest Group Members

- (a) Accommodation Senator
- (b) Active Citizenship Senator
- (c) Campus Life Senator
- (d) Charity Senator
- (e) Community Senator
- (f) Commuter Senator
- (g) DARE Senator
- (h) Ethnic Diversity Senator
- (i) First Year Senator
- (j) Froebel Senator
- (k) Gender Equality Senator
- (l) Green Campus Senator
- (m) HEAR Senator
- (n) International Student Senator
- (o) LGBT+ Senator
- (p) Mature Student Senator
- (q) Mental Health Senator
- (r) Mincéir Senator
- (s) Parents & Carers Senator
- (t) Part-Time Course Senator
- (u) St Patrick's College Senator
- (v) Study Abroad & Erasmus + Senator

6. Independent Members

- (a) Four Independent Senators

2. Additional duties, roles, and responsibilities of members of the Student Senate

1. Accommodation Senator

- (a) The Accommodation Senator shall be to assist the Vice President Welfare & Equality and the Vice President Student Life:
- i. Representing and addressing the rights and issues faced by students renting on campus and off campus accommodation
 - ii. Liaising with the University Accommodation / Residences Office to support members of the Union in their engagement in the Union and University, organising events for such students
 - iii. Encouraging the involvement of students living off campus accommodation in all aspects of Union activity
 - iv. Advertising the services of the Union to their constituents
 - v. Liaising with relevant societies, including by collaborating on events

2. Active Citizenship Senator

- (a) The Active Citizenship Senator shall be to assist all officers of the Union in:
- i. Ensuring the Union's involvement in the management and running of relevant campus-wide events relating to the promotion and encouragement of Active Citizenship.
 - ii. Liaising with the Executive on matters relating to the advertisement and promotion of
 - iii. Union activities and entertainments.
 - iv. Promoting of all Union activities and entertainments.
 - v. Encouraging the involvement of students in all aspects of Union activity.

- vi. Advertising the services of the Union to their constituents.
- vii. Liaising with relevant societies, including by collaborating on events.

3. Campus Life Senator

- (a) The Campus Life Senator shall be to assist the Vice President Student Life:
 - i. Ensuring the Unions involvement in the management and running of relevant campus-wide events relating to student life
 - ii. Liaising with the Executive on matters relating to the advertisement and promotion of Union activities and entertainments
 - iii. Promoting of all Union activities and entertainments
 - iv. Encouraging the involvement of students in all aspects of Union activity
 - v. Advertising the services of the Union to their constituents
 - vi. Liaising with relevant societies, including by collaborating on events

4. Charity Senator

- (a) The Charity Senator shall be to assist the Vice President Student Life:
 - i. Encouraging members of the Union to engaging in charity activities and initiatives organised by the Union and the University
 - ii. Maintaining good relations with societies promoting charitable work
 - iii. Promoting all Union actives relating to charity fundraising
 - iv. Advertising the charitable services of the Union to constituents

- v. Liaising with relevant societies, including by collaborating on events

5. Community Senator

- (a) The Community Senator shall be to assist the Vice President Student Life:
 - i. Encouraging members of the Union to engaging in community activities and initiatives organised by the Union and the University
 - ii. Maintaining good relations with organisation and societies promoting community spirit and values
 - iii. Advertising the services of the Union to constituents
 - iv. Liaising with relevant societies, including by collaborating on events

6. Commuter Senator

- (a) The Commuter Senator shall be to assist the Vice President Welfare & Equality and the Vice President Student Life:
 - i. Representing and addressing the needs of commuting students in relation to education, welfare and student experience
 - ii. Encouraging the involvement of commuting students in all aspects of Union activity
 - iii. Advertising the services of the Union to commuting students
 - iv. Liaising with relevant societies, including by collaborating on events

7. DARE Senator

- (a) The Disability Access Route to Education (DARE) Senator shall work with the Vice President Welfare & Equality:
 - i. Matters pertaining to students with disabilities
 - ii. Promoting the integration of students with disabilities into all aspects of the University environment

- iii. Ensuring that all Union events are wheelchair accessible, as far as is practicable
- iv. Maintaining good relations with societies promoting disability rights within the University
- v. Assisting in the organisation of publicity events to promote disability rights and awareness
- vi. Maintaining a good working relationship with the University with regard to access programmes for students with disabilities
- vii. Advertising the services of the Union to constituents
- viii. Liaising with relevant societies, including by collaborating on events

8. Ethnic Diversity Senator

- (a) The Ethnic Diversity Senator shall work with the Vice President Welfare & Equality:

- i. Raising awareness of the diversity of all students in the Union and University. This diversity includes, inter alia: race, ethnicity, culture and religion
- ii. Increasing the participation of cultural and ethnic minorities in the Union and university life
- iii. Advertising the services of the Union to constituents
- iv. Liaising with relevant societies, including by collaborating on events

9. First Year Senator

- (a) The First Year Senator shall be to assist the Vice President Student Life:

- i. Representing and addressing the needs of first year students in relation to education, welfare and student experience
- ii. Encouraging the involvement of first year students in all aspects of Union activity

- iii. Advertising the services of the Union to their constituents
- iv. Liaising with relevant societies, including by collaborating on events

10. Froebel Senator

- (a) The Froebel Senator shall be to assist all officers of the Union in:
 - i. Representing and addressing the needs of students of the Froebel Department of Primary and Early Childhood Education of Maynooth University in relation to education, welfare and student experience.
 - ii. Encouraging the involvement of students of the Froebel Department of Primary and Early Childhood Education in all aspects of Union activity.
 - iii. Advertising the services of the Union to students of the Froebel Department of Primary and Early Childhood Education.
 - iv. Liaising with relevant societies, including by collaborating on events.

11. Gender Equality Senator

- (a) The Gender Equality Senator shall be to assist the Vice President Welfare & Equality:
 - i. Campaigning and lobbying on gender equality issues
 - ii. Organising events pertaining to gender equality rights issues
 - iii. Encouraging the equal involvement of students of all genders and none in all aspects of Union activity, in particular at the Student Senate and the Executive
 - iv. Lobbying for equality of opportunity and gender equality within the University environment
 - v. Advertising the services of the Union to constituents
 - vi. Liaising with relevant societies, including by collaborating on events

12. Environmental Sustainability Senator

- (a) The Environmental Sustainability Senator shall be to assist the Vice President Student Life:
- i. Promoting environmental awareness and issues within the Union and the University
 - ii. Working with the Union and University to promote engagement in campus environmental projects.
 - iii. Promoting recycling on campus and ensure such facilities are maintained
 - iv. Engaging with counterparts in other students' unions and organisations to campaign on a national level for environmental action
 - v. Advertising the services of the Union to constituents
 - vi. Liaising with relevant societies, including by collaborating on events

13. HEAR Senator

- (a) The Higher Education Access Route (HEAR) Senator shall be to assist the Vice President Education and Vice President Welfare & Equality:
- i. Representing and addressing the needs of HEAR students in relation to education, welfare and student experience
 - ii. Advertising the services of the Union to constituents
 - iii. Liaising with relevant societies, including by collaborating on events

14. International Student Senator

- (a) The International Student Senator shall be to assist the Vice President Education and Vice President Welfare & Equality:
- i. The International Student Senator will represent international students. Representing and addressing the needs of international students.

- ii. Liaising with the international office with matters relating to supporting international students.
- iii. Integrating international students into the university and the students' union.
- iv. Advertising the services of the Union to their constituents.
- v. Promoting all Union activities and entertainments.
- vi. Encouraging the involvement of students in all aspects of Union activity.
- vii. Liaising with relevant societies, including collaborating on events.

15. LGBT+ Senator

(a) The LGBT+ Senator shall be to assist the Vice President Welfare & Equality:

- i. On any matter pertaining to LGBT+ rights and issues
- ii. Maintaining good relations with the LGBT+ community within the University
- iii. Organising campaigns in relation to LGBT+ rights and issues
- iv. Promoting and defending the rights of LGBT+ members of the Union
- v. Liaising with relevant societies, including by collaborating on events

16. Mature Student Senator

(a) The Mature Student Senator shall be to assist the Vice President Education and Vice President Welfare & Equality:

- i. Representing and addressing the needs of mature students in relation to education, welfare and student experience
- ii. Encouraging the involvement of mature students in all aspects of Union activity

- iii. Advertising the services of the Union to mature students
- iv. Liaising with relevant societies, including by collaborating on events

17. Mental Health Senator

- (a) The Mental Health Senator shall be to assist the Vice President Welfare & Equality:
 - i. Campaigning and lobbying in relation to mental health issues
 - ii. Promoting positive mental health awareness through event
 - iii. Promoting awareness of issues that may affect the mental health of members of the Union
 - iv. Liaising with relevant societies, including by collaborating on events

18. Mincéir Senator

- (a) The Mincéir Senator shall work with the Vice President Welfare & Equality:
 - i. Raising awareness of issues faced by the Travelling Community in the Union and University.
 - ii. Increasing the participation of Traveller students in the Union and university life.
 - iii. Advertising the services of the Union to constituents.
 - iv. Liaising with relevant societies, including by collaborating on events.
 - v. Assist in the organisation and running of awareness campaigns relating to Traveller rights and issues.
 - vi. Promoting awareness of issues that may affect the mental health of Traveller members of the union

19. Parents & Carers Senator

- (a) Parents and Carers Senator shall work with the Vice President Welfare & Equality in:

- i. Raising awareness of the issues faced by students who are parents or carers in the Union and University.
- ii. Increasing the participation of parents and carers in the Union and university life.
- iii. Advertising the services of the Union to constituents.
- iv. Liaising with relevant societies, including by collaborating on events.

20. Part-Time Course Senator

(a) The Part-Time Course Senator shall be to assist the Vice President Education and Vice President Welfare & Equality:

- i. Representing and addressing the needs of students engaging in part time study in relation to education, welfare and student experience
- ii. Encouraging the involvement of students engaging in part time study in all aspects of Union activity
- iii. Advertising the services of the Union to students engaging in part time study
- iv. Collaborating with the University and any appropriate student societies to help induct and engage students engaging in part time study in all aspects of Union and University life

21. St Patrick's College Senator

(a) The St Patrick's College Senator shall be to assist the Vice President Education and Vice President Welfare & Equality:

- i. Representing and addressing the needs of students of St Patrick's College in relation to education, welfare and student experience
- ii. Encouraging the involvement of students of St Patrick's College in all aspects of Union activity
- iii. Advertising the services of the Union to students of St Patrick's College

- iv. Liaising with relevant societies, including by collaborating on events

22. Study Abroad & Erasmus + Senator

- (a) The Study Abroad & Erasmus + Senator shall be to assist the Vice President Education and Vice President Welfare & Equality:
 - i. Fostering the Union's engagement with members of the Union wishing to go on a Student Exchange, members of the Union currently on Student Exchange, and members of the Union who've recently returned from a Student Exchange.
 - ii. Liaising with the University International Office to support members of the Union in their engagements relating to Student Exchange matters.
 - iii. Ensuring that all members of the Union on Student Exchange are made aware of the supports and services provided to them by the Union and the University.
 - iv. Liaising with relevant societies, including by collaborating on events.
 - v. Promoting greater access to International Mobility for members of the Union.
- 3. All of the members of the Student Senate are obliged to act in accordance with policies or mandates enacted by a policy referendum, the Student Senate, or the Executive, subject to this Constitution and the law.

SCHEDULE 2 – STANDING ORDERS OF THE STUDENT SENATE

- 1. Rules of Order of the Student Senate
 - 1. The rules contained in the current edition of Robert's Rules of Order Newly Revised (RONR, 11ed) shall govern the Student Senate in all cases to which they are applicable and in which they are not inconsistent with this Constitution and any special rules of order the Student Senate may adopt.

2. Special Rules of Order of the Student Senate

1. Members of the Executive shall not be entitled to vote on the approval of officer reports submitted to the Student Senate, or to the Student Senate through its Executive Oversight & Accountability Committee.

SCHEDULE 3 – COMMITTEES OF THE STUDENT SENATE

1. Article 8.23 provides for the following standing committees of the Student Senate, namely: Constitutional & Representative Review Committee; Executive Oversight & Accountability Committee; Search Committee; Selection Committee; and Rules & Procedures Committee.

1. The Constitutional & Representative Review Committee is established by the Constitution and the Student Senate to examine the Constitution so as to be in a position to advise the Student Senate of the need for any changes it deems necessary, and to review and develop the representative structures of the Union.

- (a) Membership of the committee shall be as follows, namely:
 - i. President
 - ii. Deputy President
 - iii. One past President or Vice President of the Union
 - iv. One past Speaker of the Student Senate
 - v. Two Part Time Officer members of the Executive
 - vi. Two members of the Student Senate (other than ex officio members) elected by the Student Senate
 - vii. Two members of the Student Academic Assembly elected by the Student Academic Assembly
 - viii. One member of the Clubs Council elected by the Clubs Council
 - ix. One member of the Societies Council elected by the Societies Council
- (b) The President shall be the chairperson of the Committee but may delegate responsibility to another member of the Committee.

- (c) The Committee shall meet at least twice per academic year, usually once per academic term, and then as often as required to carry out its function
2. The Executive Oversight & Accountability Committee is established by this Constitution and the Student Senate to have a major oversight and monitoring role in relation to the activities of the members of the Executive and in scrutinising the priorities and performance of members of the Executive in relation to their manifesto pledges, annual plan of work, and mandates.
 - (a) Membership of the committee shall be as follows, namely:
 - i. Four members of the Student Senate who were directly elected to the Student Senate
 - ii. One member of the Arts, Celtic Studies, & Philosophy Faculty Assembly who is also a member of the Student Senate
 - iii. One member of the Social Sciences Faculty Assembly who is also a member of the Student Senate
 - iv. One member of the Sciences & Engineering Faculty Assembly who is also a member of the Student Senate
 - v. One member of the Clubs Council who is also a member of the Student Senate
 - vi. One member of the Societies Council who is also a member of the Student Senate
 - vii. One member of the Welfare & Equality who is also a member of the Student Senate
 - viii. One member of the Postgraduate Panel of the Student Senate
 - (b) All members of the Executive Oversight & Accountability Committee shall be elected by the Student Senate.

- ii. Two members of the Student Senate elected by the Student Senate
 - (d) The past Speaker of the Student Senate shall be the chairperson of the Committee but may delegate responsibility to another member of the Committee.
 - (e) The Committee shall meet at least once per academic year, and then as often as required to carry out its function
4. The Selection Committee is established by this Constitution and the Student Senate to participate in the manner set out below in the procedure for an appointment to the post of Speaker of the Student Senate.
 - (a) The function of the Selection Committee shall be to make a report in writing to the Student Senate proposing to the Student Senate the candidate (if any) for the post of Speaker of Student Senate that the Selection Committee considers to be the most suitable for such post or, if the Selection Committee is of the opinion that an offer of appointment should not be made to any candidate, stating such opinion. Before making any such proposal the Selection Committee shall obtain the consent of the candidate to his or her being proposed as a candidate for the post of Speaker of MSU Student Senate as aforesaid. For the purposes of carrying out its function the Selection Committee shall:
 - i. consider all applications received for the post of Speaker of the Student Senate;
 - ii. shall shortlist candidate(s) for interview; and
 - iii. carry out one or more interviews of the shortlisted candidate(s) if deemed necessary and may engage in such other selection procedures as it shall consider appropriate.
 - (b) The Selection Committee shall carry out its function subject to any directions of the MSU Student Senate from time to time provided that, unless and save to the extent that the MSU Student Senate

otherwise directs, the acts of the Selection Committee shall not be subject to confirmation by the MSU Student Senate.

- (c) The Chairperson of the Selection Committee shall have a casting vote in the event of an equality of votes on any issue before the Selection Committee.
- (d) Membership of the Search Committee and Selection Committee shall be mutually exclusive. Membership of the committee shall be as follows, namely:
 - i. Four members of the Student Senate elected by the Student Senate
 - ii. Secretary to MSU Student Senate
- (e) The Secretary to Student Senate shall be the chairperson of the Committee but may delegate responsibility to another member of the Committee. The Chairperson shall act in an independent capacity.
- (f) The Committee shall meet at least once per academic year, and then as often as required to carry out its function

5. The Rules & Procedures Committee is established by this Constitution and the Student Senate to consider matters of procedure generally and to recommend any additions or amendments to Standing Orders that may be deemed necessary and to oversee the procedure in Standing, Select and Special Committees (as the case may be), whether by request from the relevant Committee or otherwise, and to examine, where appropriate, the role of Committees as they evolve.

- (a) Membership of the committee shall be as follows, namely:
 - i. President
 - ii. Secretary to the Executive
 - iii. Speaker of the Student Senate
 - iv. Secretary to the Student Senate
 - v. Secretary to the Constitutional & Representative Review Committee
 - vi. Chairperson of the Student Academic Assembly

vii. Chairperson of the Clubs Council & Societies Council

viii. Two other members of the Student Senate elected by
the Student Senate

(b) The Committee shall appoint from its number a Chairperson.

(c) The Committee shall meet as and when necessary. [SEP]

2. Article 8.24 provides for the establishment of as many committees as it deems necessary to conduct its business.

1. The Student Senate establishes the following committees of the Student Senate, namely:

- (a) Levy Projects Committee
- (b) Commercial Activities Feedback Committee
- (c) Facilities & Services Feedback Committee
- (d) Entertainments Committee
- (e) Business Committee
- (f) Equality Committee

2. The Levy Projects Committee is established by the Student Senate to monitor the progress and development of projects funded through the student levy.

- (a) Membership of the committee shall be as follows, namely:
- i. President
 - ii. Two members of senior staff management of the Union nominated by the President
 - iii. Four members of the Student Senate elected by the Student Senate

(b) The President shall be the chairperson of the Committee but may delegate responsibility to another member of the Committee.

(c) The Committee shall meet on at least four occasions per academic year, normally two meetings per semester, and then as often as required to carry out its function.

3. The Commercial Activities Feedback Committee is established by the Student Senate to advise and provide student feedback in relation to the Unions commercial activities.
 - (a) Membership of the committee shall be as follows, namely:
 - i. President
 - ii. Two members of senior staff management of the Union nominated by the President
 - iii. Four members of the Student Senate elected by the Student Senate
 - (b) The President shall be the chairperson of the Committee but may delegate responsibility to another member of the Committee.
 - (c) The Committee shall meet on at least four occasions per academic year, normally two meetings per semester, and then as often as required to carry out its function.

4. The Facilities & Services Feedback Committee is established by the Student Senate to advise and provide student feedback in relation to the Unions facilities and services.
 - (a) Membership of the committee shall be as follows, namely:
 - i. President
 - ii. Two members of senior staff management of the Union nominated by the President
 - iii. Four members of the Student Senate elected by the Student Senate
 - (b) The President shall be the chairperson of the Committee but may delegate responsibility to another member of the Committee.
 - (c) The Committee shall meet on at least four occasions per academic year, normally two meetings per semester, and then as often as required to carry out its function.

5. The Entertainments Committee is established by the Student Senate to plan, promote, and assist with and at all Union social and entertainment events.

- (a) Membership of the committee shall be as follows, namely:
 - i. President (Chairperson)
 - ii. Vice President Student Life
 - iii. Two members of the Student Senate, elected by the Student Senate
 - iv. Two members of the Student Academic Assembly, elected by the Academic Assembly
 - v. One member of the Clubs Council, elected by the Clubs Council
 - vi. One member of the Societies Council, elected by the Societies Council
 - (b) The Committee shall meet as often as necessary and a minimum of every three weeks during term time.
 - (c) The Committee shall report back to the Student Senate at least twice per year, normally once per semester.
6. The Business Committee is established by the Student Senate to consider the arrangements of the Student Senate and matters relating to the taking of its business. The Committee shall have the power to make decisions in relation to the referral or omission of certain items of business, and to, where necessary, order the items of business on the agenda in a manner different to that provided for in the Standing Orders of the Student Senate. The Committee may also consider and advise upon any other matter it considers necessary or expedient for the conduct of business in the Student Senate.
- (a) Membership of the Committee shall be as follows, namely:
 - i. The Speaker of the Student Senate who ex officio shall be the Chairperson
 - ii. The MSU President
 - iii. The MSU Deputy President
 - iv. The Secretary of the Student Senate
 - v. The Deputy Chairperson of the Student Senate
 - vi. The Clerk of the Student Senate (non-voting).

- (a) The MSU President may designate another member of the Executive to attend a meeting of the Committee in their absence
 - (b) The MSU Deputy President may designate another member of the Executive to attend a meeting of the Committee in their absence.
 - (c) The Clerk of the Student Senate may designate the Clerk-Assistant to attend a meeting of the Committee in their absence.
 - (d) Following the reassembly of the Student Senate in new session the Committee shall meet at in advance of each sitting of the Student Senate, and then as often as required to carry out its functions.
 - (e) For the first sitting of the Student Senate in new session the functions of the Committee shall be carried out by the Clerk of the Student Senate.
 - (f) Quorum shall consist of 50% plus 1 of the membership of the Committee.
 - (g) The Committee shall be bound by its Terms of Reference approved by the Student Senate. The Committee's Terms of Reference may only be amended, varied, or modified with the consultation and approval of the Student Senate.
7. The Equality Committee is established by the Student Senate to engage in the manner outlined below to mobilize the rights, recognition, and inclusion of all MSU, MU, and SPPU students and staff.
- (a) Membership of the Committee shall be as follows, namely:
 - i. The MSU President
 - ii. Two nominees of the MSU President
 - iii. Four members of the Student Senate (other than ex officio members) elected by the Student Senate
 - (b) The MSU President shall be the chairperson of the Committee but may delegate responsibility to another member of the Committee
 - (c) The Committee shall meet as often as required to carry out its function.

- (d) The Committee shall be bound by its Terms of Reference approved by the Student Senate. The Committee's Terms of Reference may only be amended, varied, or modified with the consultation and approval of the Student Senate.
3. The Committees of the Student Senate shall be bound by the following provisions:
1. Each Committee shall appoint from one of its number no later than at its second meeting a Deputy Chairperson. The Deputy Chairperson shall act if the Chairperson is temporarily incapacitated and shall not receive any remuneration.
 2. A Secretary shall be appointed by each Committee to provide such technical and administrative supports as it may determine.
 3. Each Committee shall appoint from one of its number no later than at its second meeting a Vice-Secretary. The Vice-Secretary shall act if the Secretary is temporarily incapacitated and shall not receive any remuneration.
 4. Staff of the Union may, at the invitation of a Committee, attend for all or part of a meeting of the Committee. In addition external independent experts may be asked by a Committee to attend all or part of a Committee meeting.
 5. Any member of a Committee shall be deemed to have resigned if they fail to attend two consecutive meetings of the Committee, without submission of their apologies in advance of the meeting to the Secretary.
 - (a) The member in question may be reinstated on appeal by agreement of the Speaker of the Student Senate and the President, where such absence is caused by justifiable circumstances which have been explained to and accepted by the Speaker of the Student Senate and the President.
 6. Except where otherwise explicitly stated, each Committee shall report back to the Student Senate after each meeting and at least once per semester.

7. Quorum for each committees shall be no less than 50% of those entitled to attend and vote
8. Decisions shall be made by consensus in the first instance, but where necessary may be made by a simple majority vote of a quorate meeting.

SCHEDULE 4 – ANCILLARY MATTERS RELATING TO THE STUDENT ACADEMIC ASSEMBLY

1. The Student Academic Assembly shall have the following Faculty Assemblies, namely:
 - (a) Arts, Celtic Studies, & Philosophy Faculty Assembly
 - (b) Social Sciences Faculty Assembly
 - (c) Science & Engineering Faculty Assembly
2. Membership of the Student Academic Assembly shall consist of the following:
 1. Executive Members
 - (a) Vice President Education
 - (b) Arts, Celtic Studies, & Philosophy Faculty Convenor
 - (c) Social Sciences Faculty Convenor
 - (d) Science & Engineering Faculty Convenor
 2. Faculty Assembly
 - (a) Membership of the Arts, Celtic Studies, & Philosophy Faculty Assembly
 - (b) Membership of the Social Sciences Faculty Assembly
 - (c) Membership of the Science & Engineering Faculty Assembly

SCHEDULE 5 – STANDING ORDERS OF THE STUDENT ACADEMIC ASSEMBLY

1. To be inserted by the Student Senate.

SCHEDULE 6 – COMMITTEES OF THE STUDENT ACADEMIC ASSEMBLY

1. Article 11.6 provides for the following standing committees of the Student Academic Assembly, namely: Academic Representation Review Committee, Student Engagement & Feedback Committee.

1. The Academic Representation Review Committee is established by this Constitution and the Student Academic Assembly to review and advise the Vice President Education on the effectiveness and development needs of student academic representation in the Union and University

- (a) Membership of the committee shall be as follows, namely:

- i. Vice President Education (Chairperson)
- ii. Arts, Celtic Studies, & Philosophy Faculty Convenor
- iii. Social Sciences Faculty Convenor
- iv. Science & Engineering Faculty Convenor
- v. Two members of the Arts, Celtic Studies, & Philosophy Faculty Assembly, elected by the Arts, Celtic Studies, & Philosophy Faculty Assembly,
- vi. Two members of the Social Sciences Faculty Assembly, elected by the Social Sciences Faculty Assembly
- vii. Two members of the Science & Engineering Faculty Assembly, elected by the Science & Engineering Faculty Assembly

- (b) The Committee shall meet on at least four occasions per academic year, normally with two meetings per semester, and then as often as required to carry out its function

2. The Student Engagement & Feedback Committee is established by this Constitution and the Student Academic Assembly to review the mechanisms for students to provide feedback on the quality of their teaching and learning as well as the teaching and learning environment within the University

- (a) Membership of the committee shall be as follows, namely:

- i. Vice President Education (Chairperson)
 - ii. Arts, Celtic Studies, & Philosophy Faculty Convenor
 - iii. Social Sciences Faculty Convenor
 - iv. Science & Engineering Faculty Convenor
 - v. Two members of the Arts, Celtic Studies, & Philosophy Faculty Assembly, elected by the Arts, Celtic Studies, & Philosophy Faculty Assembly,
 - vi. Two members of the Social Sciences Faculty Assembly, elected by the Social Sciences Faculty Assembly
 - vii. Two members of the Science & Engineering Faculty Assembly, elected by the Science & Engineering Faculty Assembly
 - (b) The Committee shall meet on at least four occasions per academic year, normally with two meetings per semester, and then as often as required to carry out its function
2. Article 11.7 provides for the establishment of as many committees as it deems necessary to conduct its business.
1. The Student Academic Assembly establishes the following committees of the Student Academic Assembly, namely:
 - (a) Student Charter Committee
 2. The Student Charter Committee is established by the Student Academic Assembly to review and develop the Student Charter.
 - (a) Membership of the committee shall be as follows, namely:
 - i. Vice President Education (Chairperson)
 - ii. Arts, Celtic Studies, & Philosophy Faculty Convenor
 - iii. Social Sciences Faculty Convenor
 - iv. Science & Engineering Faculty Convenor
 - v. Two members of the Arts, Celtic Studies, & Philosophy Faculty Assembly, elected by the Arts, Celtic Studies, & Philosophy Faculty Assembly,

- vi. Two members of the Social Sciences Faculty Assembly, elected by the Social Sciences Faculty Assembly
 - vii. Two members of the Science & Engineering Faculty Assembly, elected by the Science & Engineering Faculty Assembly
- (b) The Committee shall meet on at least four occasions per academic year, normally with two meetings per semester, and then as often as required to carry out its function
3. The Committees of the Student Academic Assembly shall be bound by the following provisions:
1. Each Committee shall appoint from one of its number no later than at its second meeting a Deputy Chairperson. The Deputy Chairperson shall act if the Chairperson is temporarily incapacitated
 2. A Secretary shall be appointed by each Committee to provide such technical and administrative supports as it may determine.
 3. Each Committee shall appoint from one of its number no later than at its second meeting a Vice-Secretary. The Vice-Secretary shall act if the Secretary is temporarily incapacitated.
 4. Staff of the Union may, at the invitation of a Committee, attend for all or part of a meeting of the Committee. In addition external independent experts may be asked by a Committee to attend all or part of a Committee meeting
 5. Any member of a Committee shall be deemed to have resigned if they fail to attend two consecutive meetings of the Committee, without submission of their apologies in advance of the meeting to the Secretary.
 6. Each Committee shall report back to the Student Academic Assembly at least twice per year, normally once per semester.
 7. Quorum for each committees shall be no less than 50% of those entitled to attend and vote

8. Decisions shall be made by consensus in the first instance, but where necessary may be made by a simple majority vote of a quorate meeting.
9. With the exception of the Vice President Education; Arts, Celtic Studies, & Philosophy Faculty Convenor; Social Sciences Faculty Convenor; and Science & Engineering Faculty Convenor the membership of the Academic Representation Review Committee, Student Engagement & Feedback Committee, and Student Charter Committee shall be mutually exclusive.

SCHEDULE 7 – ANCILLARY MATTERS RELATING TO THE ARTS, CELTIC STUDIES, & PHILOSOPHY FACULTY ASSEMBLY

1. Membership of the Arts, Celtic Studies, & Philosophy Faculty Assembly shall consist of the following:
 1. Executive Members
 - (a) Arts, Celtic Studies, & Philosophy Faculty Convenor (Chair)
 - (b) Vice President Education
 2. Student Academic Representatives
 - (a) 1st Year Undergraduate Ancient Classics
 - (b) 2nd Year Undergraduate Ancient Classics
 - (c) 3rd Year Undergraduate Ancient Classics
 - (d) 1st Year Undergraduate History
 - (e) 2nd Year Undergraduate History
 - (f) 3rd Year Undergraduate History
 - (g) 1st Year Undergraduate European Studies
 - (h) 2nd Year Undergraduate European Studies
 - (i) 3rd Year Undergraduate European Studies
 - (j) 1st Year Undergraduate BMus
 - (k) 2nd Year Undergraduate BMus
 - (l) 3rd Year Undergraduate BMus

- (m) 1st Year Undergraduate BA Music
- (n) 2nd Year Undergraduate BA Music
- (o) 3rd Year Undergraduate BA Music
- (p) 1st Year Undergraduate Music Technology
- (q) 2nd Year Undergraduate Music Technology
- (r) 3rd Year Undergraduate Music Technology
- (s) 1st Year Undergraduate Philosophy
- (t) 2nd Year Undergraduate Philosophy
- (u) 3rd Year Undergraduate Philosophy
- (v) 1st Year Undergraduate Early Irish (Sean - Ghaeilge)
- (w) 2nd Year Undergraduate Early Irish (Sean - Ghaeilge)
- (x) 3rd Year Undergraduate Early Irish (Sean - Ghaeilge)
- (y) 1st Year Undergraduate Nua - Ghaeilge (Modern Irish)
- (z) 2nd Year Undergraduate Nua - Ghaeilge (Modern Irish)
- (aa) 3rd Year Undergraduate Nua - Ghaeilge (Modern Irish)
- (bb) 1st Year Undergraduate Chinese
- (cc) 2nd Year Undergraduate Chinese
- (dd) 3rd Year Undergraduate Chinese
- (ee) 1st Year Undergraduate French
- (ff) 2nd Year Undergraduate French
- (gg) 3rd Year Undergraduate French
- (hh) 1st Year Undergraduate German (Beginner)
- (ii) 1st Year Undergraduate German (Non Beginner)
- (jj) 2nd Year Undergraduate German
- (kk) 3rd Year Undergraduate German
- (ll) 1st Year Undergraduate Spanish (Beginners)

- (mm) 1st Year Undergraduate Spanish (Non-Beginners)
- (nn) 2nd Year Undergraduate Spanish
- (oo) 3rd Year Undergraduate Spanish
- (pp) 1st Year Undergraduate English
- (qq) 2nd Year Undergraduate English
- (rr) 3rd Year Undergraduate English
- (ss) 1st Year Undergraduate Media Studies
- (tt) 2nd Year Undergraduate Media Studies
- (uu) 3rd Year Undergraduate Media Studies
- (vv) 1st Year Undergraduate Theology
- (ww) 2nd Year Undergraduate Theology
- (xx) 3rd Year Undergraduate Theology

2. The number of Academic Representatives per constituency shall be determined by the Executive on the advice of the Vice President Education, all changes must be approved before the opening of nominations for the relevant constituencies. All changes must also be sent to the Student Senate for note at the first sitting of the Senate after the approved changes.

SCHEDULE 8 – STANDING ORDERS OF THE ARTS, CELTIC STUDIES, & PHILOSOPHY FACULTY ASSEMBLY

1. To be inserted by the Student Senate

SCHEDULE 9 – ANCILLARY MATTERS REALTING TO THE SOCIAL SCIENCES FACULTY ASSEMBLY

1. Membership of the Social Sciences Faculty Assembly shall consist of the following:
 1. Executive Members
 - (a) Social Sciences Faculty Convenor (Chair)
 - (b) Vice President Education
 2. Student Academic Representatives
 - (a) 1st Year Undergraduate Adult and Community Education

- (b) 2nd Year Undergraduate Adult and Community Education
- (c) 3rd Year Undergraduate Adult and Community Education
- (d) 4th Year Undergraduate Adult and Community Education
- (e) 1st Year Undergraduate Anthropology
- (f) 2nd Year Undergraduate Anthropology
- (g) 3rd Year Undergraduate Anthropology
- (h) 1st Year Undergraduate Community & Youth Work
- (i) 2nd Year Undergraduate Community & Youth Work
- (j) 3rd Year Undergraduate Community & Youth Work
- (k) 4th Year Undergraduate Community & Youth Work
- (l) 1st Year Undergraduate Social Policy
- (m) 2nd Year Undergraduate Social Policy
- (n) 3rd Year Undergraduate Social Policy
- (o) 1st Year Undergraduate Product Design
- (p) 2nd Year Undergraduate Product Design
- (q) 3rd Year Undergraduate Product Design
- (r) 4th Year Undergraduate Product Design
- (s) 1st Year Undergraduate Accounting
- (t) 2nd Year Undergraduate Accounting
- (u) 3rd Year Undergraduate Accounting
- (v) 4th Year Undergraduate Accounting
- (w) 1st Year Undergraduate Economics
- (x) 2nd Year Undergraduate Economics
- (y) 3rd Year Undergraduate Economics
- (z) 4th Year Undergraduate Economics
- (aa) 1st Year Undergraduate Finance

- (bb) 2nd Year Undergraduate Finance
- (cc) 3rd Year Undergraduate Finance
- (dd) 4th Year Undergraduate Finance
- (ee) 1st Year Undergraduate Quantitative Finance
- (ff) 2nd Year Undergraduate Quantitative Finance
- (gg) 3rd Year Undergraduate Quantitative Finance
- (hh) 4th Year Undergraduate Quantitative Finance
- (ii) 1st Year Undergraduate Education
- (jj) 2nd Year Undergraduate Education
- (kk) 3rd Year Undergraduate Education
- (ll) 4th Year Undergraduate Education
- (mm) 1st Year Undergraduate Froebel (Department of Primary & Early Childhood Education)
- (nn) 2nd Year Undergraduate Froebel (Department of Primary & Early Childhood Education)
- (oo) 3rd Year Undergraduate Froebel (Department of Primary & Early Childhood Education)
- (pp) 4th Year Undergraduate Froebel (Department of Primary & Early Childhood Education)
- (qq) 1st Year Undergraduate Geography
- (rr) 2nd Year Undergraduate Geography
- (ss) 3rd Year Undergraduate Geography
- (tt) 1st Year Undergraduate International Development
- (uu) 2nd Year Undergraduate International Development
- (vv) 3rd Year Undergraduate International Development
- (ww) 1st Year Undergraduate Law (LL.B.)
- (xx) 2nd Year Undergraduate Law (LL.B.)

- (yy) 3rd Year Undergraduate Law (LL.B.)
- (zz) 4th Year Undergraduate Law (LL.B.)
- (aaa) 1st Year Undergraduate Law (BCL)
- (bbb) 2nd Year Undergraduate Law (BCL)
- (ccc) 3rd Year Undergraduate Law (BCL)
- (ddd) 1st Year Undergraduate Law (BA)
- (eee) 2nd Year Undergraduate Law (BA)
- (fff) 3rd Year Undergraduate Law (BA)
- (ggg) 1st Year Undergraduate Criminology
- (hhh) 2nd Year Undergraduate Criminology
- (iii) 3rd Year Undergraduate Criminology
- (jjj) 1st Year Undergraduate International Business
- (kkk) 2nd Year Undergraduate International Business
- (lll) 3rd Year Undergraduate International Business
- (mmm) 1st Year Undergraduate Business Management (BA)
- (nnn) 2nd Year Undergraduate Business Management (BA)
- (ooo) 3rd Year Undergraduate Business Management (BA)
- (ppp) 1st Year Undergraduate Business Management (BBS)
- (qqq) 2nd Year Undergraduate Business Management (BBS)
- (rrr) 3rd Year Undergraduate Business Management (BBS)
- (sss) 1st Year Undergraduate Business Marketing
- (ttt) 2nd Year Undergraduate Business Marketing
- (uuu) 3rd Year Undergraduate Business Marketing
- (vvv) 1st year Undergraduate Entrepreneurship
- (www) 2nd Year Undergraduate Entrepreneurship
- (xxx) 3rd Year Undergraduate Entrepreneurship

- (yyy) 1st Year Undergraduate Equine Business
- (zzz) 2nd Year Undergraduate Equine Business
- (aaaa) 3rd Year Undergraduate Equine Business
- (bbbb) 1st Year Undergraduate Sociology
- (cccc) 2nd Year Undergraduate Sociology
- (dddd) 3rd Year Undergraduate Sociology
- (eeee) 1st Year Undergraduate Politics
- (ffff) 2nd Year Undergraduate Politics
- (gggg) 3rd Year Undergraduate Politics

2. The number of Academic Representatives per constituency shall be determined by the Executive on the advice of the Vice President Education, all changes must be approved before the opening of nominations for the relevant constituencies. All changes must also be sent to the Student Senate for note at the first sitting of the Senate after the approved changes.

SCHEDULE 10 – STANDING ORDERS OF THE SOCIAL SCIENCES FACULTY ASSEMBLY

1. To be inserted by the Student Senate

SCHEDULE 11 – ANCILLARY MATTERS REALATING TO THE SCIENCE & ENGINEERING FACULTY ASSEMBLY

1. Membership of the Science & Engineering Faculty Assembly shall consist of the following:
 1. Executive Members
 - (a) Science & Engineering Faculty Convenor (Chair)
 - (b) Vice President Education
 2. Student Academic Representatives
 - (a) 1st Year Undergraduate Bioscience
 - (b) 2nd Year Undergraduate Bioscience
 - (c) 3rd Year Undergraduate Bioscience
 - (d) 4th Year Undergraduate Bioscience

- (e) 1st Year Undergraduate Biotechnology
- (f) 2nd Year Undergraduate Biotechnology
- (g) 3rd Year Undergraduate Biotechnology
- (h) 4th Year Undergraduate Biotechnology
- (i) 1st Year Undergraduate Biology
- (j) 2nd Year Undergraduate Biology
- (k) 3rd Year Undergraduate Biology
- (l) 4th Year Undergraduate Biology
- (m) 1st Year Undergraduate Biological and Geographical Science
- (n) 2nd Year Undergraduate Biological and Geographical Science
- (o) 3rd Year Undergraduate Biological and Geographical Science
- (p) 4th Year Undergraduate Biological and Geographical Science
- (q) 3rd Year Undergraduate Pharmaceutical Chemistry
- (r) 4th Year Undergraduate Pharmaceutical Chemistry
- (s) 1st Year Undergraduate Chemistry
- (t) 2nd Year Undergraduate Chemistry
- (u) 3rd Year Undergraduate Chemistry
- (v) 4th Year Undergraduate Chemistry
- (w) 1st Year Undergraduate Computer Science
- (x) 2nd Year Undergraduate Computer Science
- (y) 3rd Year Undergraduate Computer Science
- (z) 4th Year Undergraduate Computer Science
- (aa) 1st Year Undergraduate Computer Science and Software Engineering
- (bb) 2nd Year Undergraduate Computer Science and Software Engineering

- (cc) 3rd Year Undergraduate Computer Science and Software Engineering
- (dd) 3rd Year Multimedia, Mobile & Web Development
- (ee) 1st Year Undergraduate Computational Thinking
- (ff) 2nd Year Undergraduate Computational Thinking
- (gg) 3rd Year Undergraduate Computational Thinking
- (hh) 1st Year Undergraduate BE Electronic Engineering
- (ii) 2nd Year Undergraduate BE Electronic Engineering
- (jj) 3rd Year Undergraduate BE Electronic Engineering
- (kk) 4th Year Undergraduate BE Electronic Engineering
- (ll) 1st Year Undergraduate BSc Robotics and Intelligent Devices
- (mm) 2nd Year Undergraduate BSc Robotics and Intelligent Devices
- (nn) 3rd Year Undergraduate BSc Robotics and Intelligent Devices
- (oo) 4th Year Undergraduate BSc Robotics and Intelligent Devices
- (pp) 1st Year Undergraduate BA Psychology
- (qq) 2nd Year Undergraduate BA Psychology
- (rr) 3rd Year Undergraduate BA Psychology
- (ss) 1st Year Undergraduate BSc Psychology
- (tt) 2nd Year Undergraduate BSc Psychology
- (uu) 3rd Year Undergraduate BSc Psychology
- (vv) 4th Year Undergraduate BSc Psychology
- (ww) 1st Year Undergraduate Psychological Studies
- (xx) 2nd Year Undergraduate Psychological Studies
- (yy) 3rd Year Undergraduate Psychological Studies
- (zz) 1st Year Undergraduate Experimental Physics
- (aaa) 2nd Year Undergraduate Experimental Physics

- (bbb) 3rd Year Undergraduate Experimental Physics
- (ccc) 4th Year Undergraduate Experimental Physics
- (ddd) 2nd Year Undergraduate Astrophysics
- (eee) 3rd Year Undergraduate Astrophysics
- (fff) 4th Year Undergraduate Astrophysics
- (ggg) 1st Year Undergraduate Theoretical Physics
- (hhh) 2nd Year Undergraduate Theoretical Physics
- (iii) 3rd Year Undergraduate Theoretical Physics
- (jjj) 4th Year Undergraduate Theoretical Physics
- (kkk) 1st Year Undergraduate Mathematics Science
- (lll) 2nd Year Undergraduate Mathematics Science
- (mmm) 3rd Year Undergraduate Mathematics Applied
- (nnn) 4th Year Undergraduate Mathematics Applied
- (ooo) 1st Year Undergraduate BA Mathematical Studies
- (ppp) 2nd Year Undergraduate BA Mathematical Studies
- (qqq) 3rd Year Undergraduate BA Mathematical Studies
- (rrr) 1st Year Undergraduate Data Science
- (sss) 2nd Year Undergraduate Statistics
- (ttt) 3rd Year Undergraduate Statistics
- (uuu) 4th Year Undergraduate Statistics
- (vvv) 1st Year Undergraduate Mathematics Pure
- (www) 2nd Year Undergraduate Mathematics Pure
- (xxx) 3rd Year Undergraduate Mathematics Pure
- (yyy) 4th Year Undergraduate Mathematics Pure

2. The number of Academic Representatives per constituency shall be determined by the Executive on the advice of the Vice President Education, all changes must be approved before the opening of nominations for the relevant constituencies. All changes must also be sent to the Student Senate for note at the first sitting of the Senate after the approved changes.

SCHEDULE 12 – STANDING ORDERS OF THE SCIENCE & ENGINEERING FACULTY ASSEMBLY

1. To be inserted by the Student Senate.

SCHEDULE 13 – ANCILLARY MATTERS RELATING TO THE CLUBS COUNCIL

1. Membership of the Clubs Council shall consist of the following:
 1. Executive Members
 - (a) Vice President Student Life (Chair)
 2. Club Presidents, of the following Clubs
 - (a) INSERT

SCHEDULE 14 – STANDING ORDERS OF THE CLUBS COUNCIL

1. To be inserted by the Student Senate.

SCHEDULE 15 – WORKING GROUPS OF THE CLUBS COUNCIL

1. The Clubs Council shall have the following Working Groups, namely:
 1. Water Based Working Group
 2. Field Sports Working Group
 3. Martial Arts Working Group
 4. Court Sports Working Group
 5. Development Sports Working Group
 6. Other Clubs Working Group
2. Membership of the Water Based Working Group shall consist of the Executive Committee members of the following Clubs, namely:
 1. Aquatics
 2. Surf
 3. MUCK

4. Rowing
3. Membership of the Field Sports Working Group shall consist of the Executive Committee members of the following Clubs, namely:
 1. Australian rules
 2. Hockey
 3. American Football
 4. Frisbee
4. Membership of the Martial Arts s Working Group shall consist of the Executive Committee members of the following Clubs, namely:
 1. Aikido
 2. Judo
 3. Kickboxing
 4. Taekwondo
 5. Wrestling
 6. Kemp Karate
5. Membership of the Court Sports Working Group shall consist of the Executive Committee members of the following Clubs, namely:
 1. Badminton
 2. Basketball
 3. Fencing
 4. Olympic Handball
 5. GAA Handball
 6. Trampoline
 7. Archery
 8. Volleyball

6. Membership of the Development Sports Working Group shall consist of the Executive Committee members of the following Clubs, namely:

1. Camogie
2. Hurling
3. Ladies GAA
4. Mens GAA
5. Ladies Rugby
6. Mens Rugby
7. Mens Soccer
8. Ladies Soccer
9. Golf

7. Membership of the Other Clubs Working Group shall consist of the Executive Committee members of the following Clubs, namely:

1. Athletics
2. Equestrian
3. Chess
4. Darts
5. Snooker
6. Rovers
7. Snow-sports
8. Strength & Fitness
9. Mountaineering

SCHEDULE 16 – ANCILLARY MATTERS RELATING TO THE SOCIETY COUNCIL

1. Membership of the Societies Council shall consist of the following:

1. Executive Members
 - (a) Vice President Student Life (Chair)

2. Society Presidents, of the following Societies

(a)

SCHEDULE 17 – STANDING ORDERS OF THE SOCIETY COUNCIL

1. To be inserted by the Student Senate

SCHEDULE 18 – WORKING GROUPS OF THE SOCIETY COUNCIL

1. The Societies Council shall have the following Working Groups, namely:
 1. Academic Working Group
 2. Political Working Group
 3. Performance Working Group
 4. Civic, Social, & Cultural Working Group
 5. Faith Working Group
 6. Interest & Hobbies Working Group
2. Membership of the Academic Working Group shall consist of the Executive Committee members of the following Societies, namely:
 1. Anthropology
 2. Biology
 3. Chemistry
 4. Chinese
 5. Computer Science
 6. Deukuma
 7. Education
 8. Electronic Engineering
 9. Finomics
 10. French
 11. History
 12. Froebel
 13. Geography

14. Law
 15. ELSA
 16. Maths
 17. Business
 18. Media
 19. Music
 20. Mundo Latino
 21. Grad Soc
 22. Sociology & Politics
 23. Astro 2
 24. Psychology
 25. Design Lab
 26. Cuallacht Cholm Cille
3. Membership of the Political Working Group shall consist of the Executive Committee members of the following Societies, namely:
1. Ogra FF
 2. Young Fine Gael
 3. Sinn Fein
 4. Labour
 5. Socialist Party
4. Membership of the Performance Working Group shall consist of the Executive Committee members of the following Societies, namely:
1. Broadcasting
 2. Circus
 3. DJ
 4. Drama
 5. Music

6. Trad
7. Dance
8. Musical Sco
5. Membership of the Civic, Social, & Cultural Working Group shall consist of the Executive Committee members of the following Societies, namely:
 1. SVP
 2. Galway Cycle
 3. Gaisce
 4. Amnesty
 5. St Catherines
 6. The Purpose Movement
 7. Cancer
 8. FLAC
 9. Mental Health
 10. Pro Life
 11. Red Cross
 12. Enactus
 13. Access
 14. Africa
 15. Mature
 16. International
 17. Pro Choice
 18. Pride
 19. Game of Thrones
 20. Languages
 21. Environmental Soc

6. Membership of the Faith Working Group shall consist of the Executive Committee members of the following Societies, namely:
 1. JP II
 2. Bosco
 3. Christian Union
 4. Islamic
 5. Legion of Mary
 6. BLW Campus Ministry
 7. Israel

7. Membership of the Interest & Hobbies Working Group shall consist of the Executive Committee members of the following Societies, namely:
 1. Cards
 2. Creative Writing
 3. Games
 4. Hogwarts
 5. Japanese Culture
 6. Pokemon
 7. Literary & Debating
 8. Arts & Crafts
 9. Tea
 10. Yoga
 11. Disney
 12. Omega

SCHEDULE 19 – ANCILLARY MATTERS RELATED TO THE WELFARE & EQUALITY FORUM

1. To be inserted by the Student Senate

SCHEDULE 20 – STANDING ORDERS OF THE WELFARE & EQUALITY FORUM

1. To be inserted by the Student Senate

SCHEDULE 21 – WORKING GROUPS OF THE WELFARE & EQUALITY FORUM

1. Article 12.1.6 provides for the following committees of the Welfare & Equality Forum, namely: Welfare Working Group, Equality Working Group, Campaigns Working Group.
 1. The Welfare Working Group is established by the Welfare & Equality Forum to advise and assist the Vice President Welfare & Equality on the welfare issues and needs facing the membership of the Union.
 2. Equality Working Group is established by the Equality Working Group to advise and assist the Vice President Welfare & Equality on the equality issues and needs facing the membership of the Union.
 3. Campaigns Working Groups established by the Campaigns Working Group to advise and assist the Vice President Welfare & Equality on the campaigns that the ice President Welfare & Equality plans and leads on behalf of the membership of the Union.

SCHEDULE 22 – STANDING COMMITTEES & SUB-COMMITTEES OF THE BOARD OF TRUSTEES

1. Article 17.16 provides for the following standing committees of the Student Senate, namely:
 1. Election Ratification & Appeals Committee
 2. Disciplinary Committee
 3. Audit & Risk Committee
 4. Finance, Human Resources, & Capital Development Committee
2. Article 17.17 provides for the following standing Sub-Committees of the Finance, Human Resources, and Capital Development Committee of the Board of Trustees, namely:
 1. Commercial Activities Sub-Committee

2. Services & Facilities Sub-Committee

3. The Election Ratification & Appeals Committee shall ratify the results of elections within the Union and shall rule on all appeals that come to its attention pursuant to Schedule 23 of this Constitution.

1. The function of the Committee shall be to:

- (a) ratify election and referendum results submitted to the Committee by the Chief Returning Officer
- (b) hear appeals in respect of elections and referendums
 - i. Any member of the Union may appeal an election or referendum matter to the Committee within 3 days of the results being declared by the Chief Returning Officer.
 - ii. Any member of the Union may appeal a constitutional matter to the President for consideration first, and then appeal that decision to the committee.
 - iii. Appeals in respect of elections and referendums under any other grounds may be submitted to the Committee by putting in the hands of the President in writing the case in question.
 - iv. The Committee shall meet and rule on any such appeal as soon as is practicable of the appeal's receipt by the President.
 - v. No election or referendum result shall be deemed final until an appeal has been heard by the Committee.

2. Membership of the committee shall be as follows, namely:

- (a) Immediate past President of the Union
- (b) One member from the external panel of the Board of Trustees (who shall be the Chairperson of the Elections & Appeals Committee).
- (c) Speaker of the Student Senate
- (d) One person, not a member of the Union, with significant experience in election procedure to be appointed by the Board of Trustees.

- (e) One past officer of the Union
3. The Committee shall meet at least twice per academic year, normally once per semester, and then as often as required to carry out its function.
4. Subject to the provisions of this Constitution and the Board of Trustees, the Committee shall determine its own working procedures.
4. The Disciplinary Committee shall investigate charges of stated misbehaviour against any member of the Executive, subject to the provisions of Article 7 of this Constitution.
 1. Membership of the committee shall be as follows, namely:
 - (a) One other past President or Vice President of the Union
 - (b) One member from the external panel of the Board of Trustees (Chairperson).
 - (c) One person, not a member of the Union, with significant experience in Human Resources and personnel management to be appointed by the Board of Trustees
 2. The Committee shall meet as and when required.
 3. Subject to the provisions of this Constitution and the Board of Trustees, the Committee shall shall determine its own working procedures.
5. The Audit & Risk Committee shall assist the Board of Trustees in the fulfilment of its functions with respect to the Union's financial statements, financial condition, and risk management.
 1. The function of the Committee shall be to:
 - (a) Review the draft annual financial statement of the Union and consolidated statements, and their format, taking account of all relevant considerations and of accounting standards and legal requirements, before they are submitted to the Board of Trustees;
 - (b) Recommend to the Board of Trustees whether the Board of Trustees should approve any financial statements so reviewed by the Committee;

- (c) Determine, at least annually, whether, in the Committee's opinion, the Union has kept adequate accounting records
- (d) Advise the Board of Trustees on the appointment of the external auditors, the audit fee and any questions of resignation or dismissal of the external auditors;
- (e) Discuss with the external auditor, before the audit commences, the nature and scope of the audit;
- (f) Discuss problems and reservations arising from the audit and any other matters requested by the external auditors;
- (g) Review the external auditor's Management Letter and all other audit letters from the external auditors and consider management's response;
- (h) Monitor the performance and quality of the external auditor's work and the auditor's independence from the Union;
- (i) Obtain from the external auditor up-to-date information to enable the Committee to monitor the Union's relationship with the external auditor, including but not limited to information relating to the external auditor's affiliates;
- (j) Taking account of the legal provisions, recommend whether or not to award contracts to the external auditor (or an affiliate) for non-audit or audit-related work
- (k) Satisfy itself that the arrangements made for and resources available to the Internal Auditor are suitable and appropriate, and monitor the performance of the Internal Auditor;
- (l) Consider the system of internal financial controls and to satisfy itself that the control environment is adequate and that controls are operating effectively;
- (m) Keep under review and advise on the operation and effectiveness of the Union's risk-management systems;

- (n) Provide an opinion annually on the proposed statement of internal controls and on any legal compliance requirements and;
 - (o) Consider the Internal Audit annual audit programme, review reports of the Internal Auditor and consider major findings and management's response
 - (p) Satisfy itself that arrangements are in place to promote economy, efficiency and effectiveness;
 - (q) Consider other topics, as requested by the Board of Trustees or initiated by the Committee and promote co-ordination between the Union's internal and external auditors
2. Membership of the committee shall be as follows, namely:
- (a) Not less than one and not more than two members from the external membership of the Board of Trustees
 - (b) Not less than one and not more than two members with relevant risk assessment and risk management experience
 - (c) Not less than one and not more than two members with relevant financial experience
3. The Chairperson of the Committee should be appointed by the Board of Trustees
4. The Committee shall meet on at least six occasions per academic year, normally with three meetings per semester, and then as often as required to carry out its function.
5. The Committee shall make a written report on its activities to the Board of Trustees following each meeting of the Committee. At least annually, such a report will include the Committee's opinion on the adequacy of the systems of internal controls and risk management. The Committee will report to meetings of the Board of Trustees on such other occasions as requested. Minutes of meetings of the Committee shall be circulated to each member of the Board of Trustees to satisfy this reporting requirement

6. The Chairperson of the Committee should lead a periodic review by the Committee of its own effectiveness. This will include full consideration of communications within the Committee and between the Committee and the Union, external auditors, internal auditors, risk advisors and the Board of Trustees
7. Subject to the provisions of this Constitution and the Board of Trustees, the Committee shall determine its own working procedures.
6. The Finance, Human Resources, & Capital Development Committee shall have a major oversight role in relation to the implementation of the Union's Strategic Plan, the management of the Unions finances and human resources of the Union, and the management of the assets of the Union.
 1. The function of the Committee shall be to:
 - (a) Review and comment on financial plans and budgets prepared under the direction of the President, and in conjunction with the Unions finale function, prior to their presentation for the approval of the Board of Trustees;
 - (b) Review whether the policies, processes and procedures used in the recruitment, selection and appointment of staff are in accordance with best practice
 - (c) Support the development of the Union's Strategic Plan prior to presentation for the approval of the Board of Trustees
 - (d) Receive and approve reports on the levels of activity within the Union's commercial services, non-commercial services, and facilities
 - (e) Receive and approve reports on the financial performance of the Union's commercial services, non-commercial services, and facilities
 - (f) Receive and approve reports on the financial resourcing needs of the Union's commercial services, non-commercial services, and facilities

- (g) Receive and approve reports on the human resourcing needs of the Union's commercial services, non-commercial services, and facilities
 - (h) Consider and approve proposals for development opportunities of the Union's commercial services, non-commercial services, and facilities
 - (i) Consider and approve proposals for capital development and investment needs and opportunities of the Union's commercial services, non-commercial services, and facilities
 - (j) Consider and approve service agreements relating to the Union's commercial services, non-commercial services, and facilities
 - (k) Review and comment on financial plans and budgets prepared under the direction of the President, and in conjunction with the Unions finale function, prior to their presentation for the approval of the Board of Trustees;
 - (l) Review and comment on the draft annual audited accounts prior to their presentation for the approval of the Board of Trustees
 - (m) Review whether the policies, processes and procedures used in the recruitment, selection and appointment of staff are in accordance with best practice and conform to the Union's HR policies
 - (n) Review the full schedule of all the documents formally sealed by the Union since the previous Committee meeting (as the keeper of the seal of the Union, the Secretary, will put a schedule before the Committee for noting)
 - (o) Note the annual report of the trustees of the Union's Group Pension and Risk Scheme
2. Membership of the committee shall be as follows, namely:
- (a) President
 - (b) Not less than three and not more than four permanent members of staff of the Union

- (c) Not less than two and not more than six external members with a significant experience in finance, human resourcing and/or capital development.
3. The Committee shall select a chairperson from among the external membership of the Committee
4. The Committee shall meet on at least six occasions per academic year, normally with three meetings per semester, and then as often as required to carry out its function.
5. Subject to the provisions of this Constitution and the Board of Trustees, the Committee shall shall determine its own working procedures.
7. The Commercial Activities Sub-Committee shall ensure the smooth running of the Union's commercial activities
 1. The function of the Committee shall be to:
 - (a) Review and consider levels of activity within the Union's commercial services
 - (b) Review and consider financial performance of the Union's commercial services
 - (c) Review and consider the financial resourcing needs of the Union's commercial services
 - (d) Review and consider the human resourcing needs of the Union's commercial services
 - (e) Review and consider capital development and investment needs and opportunities of the Union's commercial services
 - (f) Oversight of service agreements relating to the Union's commercial services
 - (g) Maintain and review the schedule of service agreements relating to the Union's commercial services
 - (h) Identify and consider developments opportunities of the Union's commercial services

- (i) Ensure Union's commercial services compliance with the Unions reserves policy
 - (j) Advise, as and when consulted, on mandates relating to the Union's commercial services
2. Membership of the committee shall be as follows, namely:
 - (a) Not less than one and not more than three members of the Executive
 - (b) Not less than one and not more than two ordinary members of the Union
 - (c) Not less than four and not more than six permanent members of staff of the Union
3. The Committee shall select a chairperson from among the membership of the Committee
4. The Committee shall meet on at least four occasions per academic year, normally twice per semester, and then as often as required to carry out its function.
5. Subject to the provisions of this Constitution and the Board of Trustees, the Committee shall shall determine its own working procedures.
8. The Services & Facilities Sub-Committee shall ensure the smooth running of the Union's services and facilities
 1. The function of the Committee shall be to:
 - (a) Review and consider levels of activity within the Union's services and facilities
 - (b) Review and consider financial performance of the Union's services and facilities
 - (c) Review and consider the financial resourcing needs of the Union's services and facilities
 - (d) Review and consider the human resourcing needs of the Union's services and facilities

- (e) Review and consider capital development and investment needs and opportunities of the Union's services and facilities
 - (f) Oversight of service agreements relating to the Union's services and facilities
 - (g) Maintain and review the schedule of service agreements relating to the Union's services and facilities
 - (h) Identify and consider developments opportunities of the Union's services and facilities
 - (i) Ensure Union's services and facilities compliance with the Unions reserves policy
 - (j) Advise, as and when consulted, on mandates relating to the Union's services and facilities
2. Membership of the committee shall be as follows, namely:
- (a) Not less than one and not more than three members of the Executive
 - (b) Not less than one and not more than two ordinary members of the Union
 - (c) Not less than four and not more than six permanent members of staff of the Union
3. The Committee shall select a chairperson from among the membership of the Committee
4. The Committee shall meet on at least four occasions per academic year, normally twice per semester, and then as often as required to carry out its function.
5. Subject to the provisions of this Constitution and the Board of Trustees, the Committee shall shall determine its own working procedures.

9. The Committees and Sub-Committees of the Board of Trustees shall be bound by the following provisions:
1. Each Committee shall appoint from one of its number no later than at its second meeting a Deputy Chairperson. The Deputy Chairperson shall act if the Chairperson is temporarily incapacitated.
 2. A Secretary shall be appointed by each Committee to provide such technical and administrative supports as it may determine.
 3. Each Committee shall appoint from one of its number no later than at its second meeting a Vice-Secretary. The Vice-Secretary shall act if the Secretary is temporarily incapacitated.
 4. Staff of the Union may, at the invitation of a Committee, attend for all or part of a meeting of the Committee. In addition external independent experts may be asked by a Committee to attend all or part of a Committee meeting
 5. Any member of a Committee shall be deemed to have resigned if they fail to attend two consecutive meetings of the Committee, without submission of their apologies in advance of the meeting to the Secretary.
 6. Except where otherwise stated in Schedule 22 of this Constitution, each Committee shall report back to the Board of Trustees after each meeting and at least once per semester.
 7. Quorum for each committees shall be no less than one third of those entitled to attend and vote
 8. Decisions shall be made by consensus in the first instance, but where necessary may be made by a simple majority vote of a quorate meeting.

SCHEDULE 23 – RULES & PROCEDURES OF ELECTIONS

1. Notwithstanding election procedures, as established by the Electoral Commission, the following provisions shall be mandatory:
 1. The entire membership of the Union shall form the constituency for the election of the Sabbatical Officers and the Oifigeach na Gaeilge (Irish Language Officer)

2. The membership of the Union from the respective faculties shall form the respective constituencies for the election of the respective faculty convenors
 - (a) The constituents of the respective constituencies for the election of faculty convenors shall be established annually by the Electoral Commission
 - i. In setting constituencies, the Electoral Commission shall have regard to the academic structures of the University.
 - ii. 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.
3. The postgraduate membership of the Union shall form the constituency for the election of the Postgraduate Representative
4. The doctoral postgraduate membership of the Union shall form the constituency for the election of the Doctoral Postgraduate Representative
5. The members of the Interest Group Panel and the Independent Panel members of the Student Senate shall be elected annually at elections held within fifty days of the commencement of the second semester.
6. The membership of the respective faculties assemblies shall form the respective constituencies for the election of the members of the Faculty Assemblies Panel of the Student Senate
7. The Taught Postgraduate membership of the Union shall form the constituency for the Taught Postgraduate Senator Position(s).
8. The Research Postgraduate membership of the Union shall form the constituency for the Research Postgraduate Senator Position(s).
9. The membership of the Clubs Council shall form the constituency for the election of the members of the Clubs Council Panel of the Student Senate
10. The membership of the Societies Council shall form the constituency for the election of the members of the Societies Council Panel of the Student Senate

11. The entire membership of the Union shall form the constituency for the election of the Interest Group Panel and the Independent Panel members of the Student Senate, except for the:
- (a) First Year Senator who shall be directly elected by the first year members of the Union
 - (b) Mature Student Senator who shall be directly elected by the mature student members of the Union
 - (c) Part-Time Course Senator who shall be directly elected by the members of the Union registered for a part-time course
 - (d) St Patrick's College Senator who shall be directly elected by the members of the Union registered with St Patrick's College Maynooth
12. The constituencies for the election of Student Academic Representatives shall be made by the Electoral Commission in accordance with the provisions of Article 11 this Constitution.
- (a) Where there is only one candidate for the position of Student Academic Representative in a constituency that person shall be deemed elected.
13. Candidates for elections must be proposed by the relevant number of members, as determined by the Electoral Commission, who sign an official nomination form to that effect.
14. During the course of any election, candidates must not breach University regulations or the law.

SCHEDULE 24 – RULES & PROCEDURES OF REFERENDUMS

1. Notwithstanding referendum procedures, as established by the Electoral Commission, the following provisions shall be mandatory:
2. 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 15 days and not less than 5 days from the date on which the referendum is called.
 1. If lectures are not generally held on any days which are not more than 15 days and not less than 10 days from the date on which the referendum is called, the Returning Officers may, with the consent of the Board of Trustees, 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 25 days and not less than 10 days from the date on which the referendum is called.
 - (a) Where the Returning Officers do not exercise their discretion to extend the time as aforesaid, or the Board of Trustees refuse their consent for such an extension, or if no weekday on which lectures are generally held in the University falls in the 25 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.

SCHEDULE 25 – APPEALS OF ANY ACTION OF THE UNION TO THE BOARD OF TRUSTEES

1. To be inserted by the Student Senate

SCHEDULE 26 – STANDING ORDERS OF THE EXECUTIVE

1. To be inserted by the Student Senate

SCHEDULE 27 – DEFINITIONS

1. To be inserted by the Student Senate

SCHEDULE 28 – TERMS OF REFERENCE OF COMMITTEES OF THE STUDENT SENATE

1. The following Terms of Reference shall govern the Committees of the Student Senate.
2. The Terms of Reference of a Committee of the Student Senate may only be amended, varied or modified with the consultation and approval of the Student Senate.
3. Terms of Reference of the Business Committee

Terms of Reference of the Business Committee (A Non-Standing Committee of the MSU Student Senate)

Constitution

The Business Committee is established by the Student Senate to consider the arrangements of the Student Senate and matters relating to the taking of its business. The Committee shall have the power to make decisions in relation to the referral or omission of certain items of business, and to, where necessary, order the items of business on the agenda in a manner different to that provided for in the Standing Orders of the Student Senate. The Committee may also consider and advise upon any other matter it considers necessary or expedient for the conduct of business in the Student Senate.

Membership

The membership of the Committee shall be:

- The Speaker of the Student Senate
- The MSU President
- The MSU Deputy President
- The Secretary of the Student Senate
- The Deputy Chairperson of the Student Senate
- The Clerk of the Student Senate (non-voting)

Chairperson

The Speaker of the Student Senate shall be the Chairperson of the Committee.

Secretary

The Secretary of the Student Senate shall be the Secretary of the Committee.

Frequency

Following the reassembly of the Student Senate in new session the Committee shall meet in advance of each sitting of the Student Senate, and then as often as required to carry out its functions.

Quorum

Quorum shall consist of 50% plus 1 of the membership of the Committee.

Attendance

The MSU President may designate another member of the Executive to attend a meeting of the Committee in their absence.

The MSU Deputy President may designate another member of the Executive to attend a meeting of the Committee in their absence.

The Clerk of the Student Senate may designate the Clerk-Assistant to attend a meeting of the Committee in their absence.

Roles & Functions of the Committee

The Business Committee shall consider the arrangements of the Student Senate and matters relating to the taking of its business. The Business Committee shall consider, and shall have the power to make decisions in relation to:

- The referral or omission of certain items of business submitted for inclusion on the draft agenda.
- The order of the items of business on the draft agenda, including the power to, where necessary, order the items of business on the draft agenda in a manner different to that provided for in the Standing Orders of the Student Senate.

As part of its deliberations, the Business Committee may:

- Consider arrangements for the taking of business, including speaking times, and advise the Speaker of the Student Senate in relation to such matters.

- Consider and advise the Speaker of the Student Senate in relation to the extension of the Student Senate's sitting hours.
- Advise the Clerk of the Student Senate of any training needs of the members of the Student Senate as and when they arise.
- Consider and advise the Speaker of the Student Senate in relation to any other matter that it considers necessary or expedient for the conduct of business in the Student Senate.

For the first sitting of the Student Senate in new session the functions of the Committee shall be carried out by the Clerk of the Student Senate.

Operations

- The Committee shall appoint from one of its number no later than at its second meeting a Deputy Chairperson. The Deputy Chairperson shall act if the Chairperson is unavailable to attend a meeting of the Committee.
- The Committee shall appoint from one of its number no later than at its second meeting a Vice-Secretary. The Vice-Secretary shall act if the Secretary is unavailable to attend a meeting of the Committee.
- Any member of a Committee shall be deemed to have resigned if they fail to attend two consecutive meetings of the Committee, without submission of their apologies in advance of the meeting to the Secretary of the Committee.
 - The member in question may be reinstated on appeal by agreement of the Speaker of the Student Senate where such absence is caused by justifiable circumstances which have been explained to and accepted by the Speaker of the Student Senate.
- The Business Committee shall, if it excludes a draft item submitted for inclusion on the agenda, notify the proposer of that draft item as soon as practicable and provide reasons for its decision. The Secretary of the Committee shall fulfil this role on behalf of the Committee.
- The Committee shall carry out its function subject to any directions of the MSU Student Senate from time to time provided that, unless and save to the extent that the MSU Student Senate otherwise directs, the acts of the Committee shall not be subject to confirmation by the MSU Student Senate.

- Decisions shall be made by consensus in the first instance, but where necessary may be made by a simple majority vote of a quorate meeting.

Appeals

- A decision of the Business Committee shall stay in effect, unless a member of the Student Senate successfully appeals the decision to the Rules and Procedures Committee.
- A member of the Student Senate may appeal a decision of the Business Committee by sending correspondence to that effect to the Secretary of the Student Senate as soon as practicable after the decision in question has been made and the member has become aware of same. The correspondence must detail the decision that the member of the Student Senate wishes to appeal.
- Upon receipt of such correspondence the Secretary of the Student Senate shall, as soon as practicable, send correspondence to the Rules and Procedures Committee on behalf of the member of the Student Senate, seeking an adjudication on the decision the Business Committee made.
- The Rules and Procedures Committee shall at their next meeting (convened as soon as practicable after the receipt of the Secretary of the Student Senate's correspondence) adjudicate on the appeal.
- The member of the Student Senate and the Business Committee must comply with the ruling the Rules and Procedures Committee made.

Governance

These Terms of Reference may only be amended, varied, or modified with the consultation and approval of the Student Senate.

4. Terms of Reference of the Equality Committee

Terms of Reference of the Equality Committee
(A Non-Standing Committee of the MSU Student Senate)

Constitution

The Equality Committee is established by the Student Senate to engage in the manner outlined below to mobilize the rights, recognition, and inclusion of all MSU, MU, and SPPU students and staff.

Membership

The membership of the Committee shall be:

- The MSU President
- Two nominees of the MSU President
- Four members of the Student Senate (other than ex officio members) elected by the Student Senate

Any member of a Committee shall be deemed to have resigned if they fail to attend two consecutive meetings of the Committee, without submission of their apologies in advance of the meeting to the Secretary.

The member in question may be reinstated on appeal by agreement of the Speaker of the Student Senate and the President, where such absence is caused by justifiable circumstances which have been explained to and accepted by the Speaker of the Student Senate and the President.

Chairperson

The MSU President shall be the chairperson of the Committee.

The MSU President may delegate the responsibility of chairperson to another member of the Committee.

Secretary

The Committee shall appoint from its number a Secretary

Frequency

The Committee shall meet as and when necessary

Quorum

Quorum shall consist of 50% plus 1 of the membership of the Committee.

Attendance

Staff of the Union may, at the invitation of a Committee, attend for all or part of a meeting of the Committee. In addition external independent experts may be asked by a Committee to attend all or part of a Committee meeting.

Roles & Functions of the Committee

The function of the Equality Committee to formulate and enact an ongoing plan of work to foster inclusiveness, social justice, alongside intercultural and intersectional recognition to redress inequalities throughout university life.

For the purposes of carrying out this function the Equality Committee shall:

- combat existing inequities and injustices that hinder the welfare of all MU and SPPU students and staff;
- empower students through MSU related events, campaigns, and activities, chiefly for those more marginalized across campus life;
- review the progress of existent equality related MSU projects and MU's progress
- implementing their equality, diversity and interculturalism objectives;
- establish, direct, and oversee the continual development of a plan of work to facilitate the equality objectives aforesaid.

Decisions

Decisions shall be made by consensus in the first instance, but where necessary may be made by a simple majority vote of a quorate meeting.

Governance

The Committee shall report back to the Student Senate after each meeting and at least once per semester.

These Terms of Reference may only be amended, varied, or modified with the consultation and approval of the Student Senate.

- END -

INSERT VERSION

CONTROL