




**MAYNOOTH STUDENTS' UNION  
AONTAS NA MAC LÉINN MÁ NUAD**

**CONSTITUTION  
BUNREACHT**

**March, 2023**

This Constitution came into force at 1 am on **Day, Date Month Year** as the Constitutional Referendum enacting this Constitution was held to have been approved by the membership of the Union on **Day, Date Month Year** in the Maynooth Students' Union, Maynooth University, Maynooth, Co. Kildare, Ireland

## VERSION CONTROL

<b>Document Name</b>	MSU Constitution	
<b>Version Reference</b>	1.0	
<b>Document Owner</b>	MSU President	
<b>Reviewed By</b>		
<b>Approved By</b>		
<b>Approved Date</b>		
<b>Effective Date</b>		
<b>Review Frequency</b>	Annual	

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## PREAMBLE

We the students of Maynooth University and Saint Patrick's Pontifical University (which are hereinafter called the "University" which expression shall where the context so admits or requires includes its successors in title and permitted assigns) do hereby reaffirm our previous resolution to unite and form a union to represent our members to the University and other bodies. The Union shall represent all students and shall be the sole representative organisation for students.

The Union shall be a democratically governed independent and autonomous association that shall represent the rights of students without bias, fear, or favour, and shall be respectful of the differing views within the membership, but accountable to those members for the exercise of our powers.

This constitution hereby revokes all previous constitutions.

## ARTICLES

### PART I – PRELIMINARY & GENERAL

#### Article 1 – TITLE OF THE ORGANISATION

- 1 The name of the organisation shall be 'Maynooth Students' Union' (abbreviated 'MSU') and hereinafter referred to as 'the Union'.
- 2 The name of the Union in the Irish language shall be 'Aontas na Mac Léinn, Má Nuad'.

#### Article 2 – 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:
  - i Act as a representative body for its members and other students of the University.
  - ii Act as the recognised means of communication between the members of the Union and the authorities of the University.
  - iii Endeavour to work in partnership at all levels with the University in the best interests of the members.
  - iv Promote the practice of democratisation at all levels of higher education through collective and individual participation of the members of the Union.
  - v Ensure that every member shall have the right to participate in the democratic life of the Union. Decisions of the Union shall be taken as openly and as closely as possible to the member.

- vi Actively promote the engagement of the student body in the activities of the Union and student affairs in general.
  - vii Provide and manage the Union's social, recreational, and commercial services for the benefit of its members.
  - viii Promote the expansion and development of student services as provided by the University for the benefit of students.
  - ix Provide the structures and means whereby students can partake in an ongoing re-evaluation of the educational process and become more positively involved in their education.
  - x Promote the unity of the organisation and contact between members through assisting clubs, societies, and other organisations of students within the University.
  - xi 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.
  - xii Actively pursue good relations within and with the local community and promote the message of respecting one's university town amongst the student body.
  - xiii Improve its environmental sustainability performance and actively encourage the University and wider community to follow suit for the benefit of the student body and community now and in the future.
  - xiv 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:
- i political parties;
  - ii religious organisations;
  - iii lobbying groups; and,
  - iv in accordance with the law.

#### **Article 4 – EXTERNAL RELATIONS & AFFILIATIONS**

- 1 The Union affirms its support for the idea of cooperation among organisations whose aims and objectives are in broad agreement with the Union's, in matters relating to:

- i the advancement of the student experience;
  - ii higher education;
  - iii training; and
  - iv 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 policy 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 1° Notwithstanding Article 14.2.1°(ii) 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 16.2.1°(xi), Article 17.3, Article 18.2.1°(x), and Article 19.3 of this Constitution.
- 2° The Executive shall regulate the terms and conditions pertaining to all Union delegates attending the Annual Congress.

## **PART II – MEMBERSHIP OF THE UNION**

### **Article 5 – ORDINARY & HONORARY MEMBERSHIP**

- 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:
- i A person registered as a student by the University, or
  - ii A full-time officer of the Union.
- 3 Honorary member, in relation to the Union, means:
- i a person who was elected to the position of President or Vice President, who was not removed from office and who is no longer an ordinary member of the Union, and
  - ii any persons or organisations, conferred with honorary membership by the Executive, subject to confirmation by the Student Senate.
- 4 1° Any member may choose to disassociate from the Union by notifying the President of the Union in writing of their wish to do so.



2° 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).

3° The Union is committed to supporting all students of the University whether or not associated with the Union and will notwithstanding notification of disassociation remains available to support any disassociated student should the student subsequently so wish.

5 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.

## **Article 6 – RIGHTS & OBLIGATIONS OF MEMBERS**

1 1° All ordinary members of the Union shall have the following rights:

- i To use facilities and premises that the Union provides as regulated by the Executive.
- ii To vote in Union elections, subject to this Constitution and Union electoral regulations.
- iii To run for and hold office in the Union, subject to this Constitution and Union electoral regulations.
- iv To appeal any action of the Union to the Board of Trustees, or such appropriate representative body as determined by the Board of Trustees.

2° All honorary members of the Union shall have the following rights:

- i To use facilities and premises that the Union provides as regulated by the Executive.

2 1° All ordinary members of the Union shall have the following obligations:

- i To comply with the rules of the Club. A member may have the right to use the facilities and premises of the Union removed if found to be in breach of these rules.
- ii To be always in possession of their student card while on Union premises and shall present it on request from any member of Union staff.

2° All honorary members of the Union shall have the following obligations:

- i To comply with the rules of the Club. A member may have the right to use the facilities and premises of the Union removed if found to be in breach of these rules.

## **PART III – GOVERNANCE OF THE UNION**

### **Article 7 – GOVERNANCE OF THE UNION**

- 1 1° Subject to this Constitution, the authority of the governance of the Union shall be vested in, and exercised by, the governance bodies established by this Constitution, namely:
  - i Referendum;
  - ii Board of Trustees;
  - iii Student Senate;
  - iv Executive
  - v President.
- 2° Subject to this Constitution and in derogation from subsection 1° of this section, the authority of the governance of the Union in relation to electoral policy and procedures shall be vested in and exercised by the Electoral Commission.
- 2 Union Policy may only be altered or revoked at the same or higher level of governance at which it was enacted.
- 3 1° During any meeting held within the terms of this Constitution, the chairperson of that meeting shall have authority to rule on any matter arising regarding the process of that meeting, subject to any standing orders or terms of reference the representative body may adopt.  
2° Any and all such decisions made by the Chairperson may be appealed to the Rules & Procedures Committee.

### **Article 8 – UNION POLICY**

- 1 1° No form of Union Policy shall supersede any provision of the articles of this Constitution.  
2° No form of Union Policy shall supersede any provision in the schedules of this Constitution, except for a policy issued by a Policy Referendum.
- 2 The Student Senate may alter the Preamble and Schedules of this Constitution by the passing of a motion by a two-thirds majority at a quorate sitting of the Student Senate and shall come into effect at 1 am on the morning following the day upon which the result of the motion is declared, or such other time as specified in the relevant motion.
- 3 There shall be a mechanism by which Union Policy shall be documented.

- 4 Schedule 1 of this Constitution shall set out the Union's policy structure and the policy-making powers of each representative body.

## **PART IV – THE REFERENDUM**

### **Article 9 – 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:
  - i Constitutional Referendum;
  - ii Policy Referendum; and
  - iii Impeachment Referendum.
- 3 There shall be one means by which to call a referendum, namely a referendum direction ('by direction').
- 4 The President, with the support of the Executive, shall ensure the implementation of any decision made by referendum.
- 5 The Electoral Commission shall be responsible for the regulation of referendums, subject to this Constitution.

### **Article 10 – CONSTITUTIONAL REFERENDUM**

- 1 A Constitutional Referendum shall be the only means by which the articles of this Constitution may be amended.
- 2 A Constitutional Referendum shall be held to have been approved by the membership of the Union if:
  - i a majority of the votes cast at such referendum shall have been cast in favour of the proposal, and
  - ii not less than 15% of the membership of the Union shall have voted in such referendum.
- 3 A constitutional amendment or new constitution approved in a Constitutional Referendum shall remain in effect until altered or replaced by a further Constitutional Referendum or as outlined in the original referendum.

## Article 11 – POLICY REFERENDUM

- 1 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.
- 2 While in effect, a policy set in a Policy Referendum shall be binding on all officers and bodies of the Union, subject to the provisions of this Constitution and the law.
- 3 No Policy Referendum shall be officially recognised by the Union if the referendum is in relation to a topic within the competencies of the Board of Trustees.
- 4 1° 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.  
2° Any Policy Referendum that affiliates the Union with another organisation shall lapse after three years from the date of its issuance.

## Article 12 – IMPEACHMENT REFERENDUM

- 1 An Impeachment Referendum shall be the only means for the vacation of the office of any member of the Executive other than:
  - i death,
  - ii resignation, or
  - iii permanent incapacity,
    - (a) The Board of Trustees is responsible for deciding if a member of the Executive is permanently incapacitated.
- 2 1° A proposal by direction to call an impeachment referendum against any member of the Executive shall not be entertained by the Student Senate unless upon a notice of motion in writing signed by not less than two-thirds of the members of the Student Senate.
  - i 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.
- 2° When a charge has been preferred by direction, the Disciplinary Committee of the Board of Trustees shall:

- i investigate the charge, or
- ii cause the charge to be investigated.

3° 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.

- i 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.

4° 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:

- i 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
- ii 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.

5° If the notice of motion in paragraph i of subsection 4° of this section is adopted by the Student Senate at a validly called and quorate meeting with the support of not less than two-thirds of the members present an Impeachment Referendum may proceed.

- 3 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.

## **PART V – THE BOARD OF TRUSTEES**

### **Article 13 – THE BOARD OF TRUSTEES**

- 1 There shall be a Board of Trustees to defend the long-term interests of the Union and have oversight and responsibility in relation to the Union's financial, trading, budgetary and governance matters.
- 2 1° The Board of Trustees has reserved competence in the following areas:

- i Approve the Strategic Plan,
- ii Approve the Annual Budget,
- iii Create a company limited by guarantee to supervise the activities of the Union, and to create its Board of Directors, subject to the following preconditions.
  - (a) Any company created by the Board of Trustees 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.
  - (b) 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.
- iv Issue policy with regards to:—
  - (a) Audits,
  - (b) Finance,
  - (c) Facilities and services,
  - (d) Annual Budget, and
  - (e) Governance.

2° The Board of Trustees has exclusive competence in the following areas:

- i Advise and have oversight on the Strategic Plan,
- ii Election Appeals,
- iii Human Resources,
- iv Legal Compliance,
- v Manage and Safeguard the Union's Assets,
- vi Manage, review, and oversee the Union's audit, auditors, and Annual Audited Accounts,
- vii Oversee the operation and development of the Union's facilities and services,
- viii Oversee the Union's finance function,
- ix Review and monitor the compliance with the Annual Budget, and
- x Risk Management.

3° The Board of Trustees may delegate any of its exclusive competencies to the Union's Senior Management Team.

3 1° The membership of the Board of Trustees shall consist of:

- i President,
- ii most immediate past President of the Union, and
- iii not less than five other external members.

2° The members of the Board of Trustees, other than the President may not be ordinary members of the Union.

3° 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.

4° 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, costs, risks, and expenses arising from their position as trustees.

4 1° The Board of Trustees shall elect a chairperson from the external membership of the Board of Trustees.

2° The Board of Trustees shall appoint a Secretary from the Union's staff.

5 1° Attendance at meetings of the Board of Trustees shall be open to all members of the Board of Trustees.

2° Attendance by non-members of the Board of Trustees to meetings of the Board of Trustees shall be by invitation of the Chairperson of the Board of Trustees only.

3° All members of the Board of Trustees shall be voting members.

6 The Board of Trustees shall normally meet at least four times per financial year and as often as required to carry out its function.

7 1° The Board of Trustees may establish subsidiary bodies to which they may delegate competencies.

2° The Board of Trustees shall have the following standing committees:

- i Audit & Risk Committee
- ii Disciplinary Committee
- iii Election Appeals Committee
- iv Finance & Governance Committee

3° Details of the subsidiary bodies of the Board of Trustees shall be contained in Appendix A of this Constitution. The Board of Trustees may amend the contents of Appendix A.

- 8 1° Subject to this Constitution the Board of Trustees, and its subsidiary bodies, shall determine their own procedures.
- 2° Quorum of the Board of Trustees shall consist of 50% plus one of the Board of Trustees membership, one of which must be the President.

## **PART VI – THE STUDENT SENATE**

### **Article 14 – THE STUDENT SENATE**

- 1 The governing body of the Union shall be the Student Senate.
- 2 1° The Student Senate has reserved competence in the following areas:
- i Amend the Preamble and Schedules of this Constitution.
  - ii Approve all Union delegations.
  - iii Approve nominated Honorary Members.
  - iv Note all appointments made by the Executive and the Board of Trustees.
  - v Note the Annual Audited Accounts.
- 2° The Student Senate has exclusive competence in the following areas:
- i Advise on the Strategic Plan.
  - ii Approve and oversee the Plan of Work.
  - iii Maintain a record of Union Policy.
- 3° The Student Senate has shared competence in the following areas:
- i Approve the removal of a member of the Board of Trustees.
  - ii Ensure that this Constitution is upheld and adhered to.
  - iii Issue policy with regards to any area save for the competencies of the:
    - (a) Board of Trustees,
    - (b) Executive, and
    - (c) Electoral Commission.
  - iv To direct, oversee, and hold accountable the Executive on their work.
- 4° The Student Senate is prohibited from practicing the following competencies:



- i Mandating the Union to fund any organisation or campaign external to the Union,
  - ii Issuing policy that would involve undertaking any significant expense,
    - (a) No mandate involving Union expenditure shall be laid before the Student Senate for approval or decision unless it is accompanied by an estimate of expenditures prepared by the Union's finance unit.
  - iii Undertaking any measure which would incur expenditure inconsistent with the Union budget.
  - iv Issuing any policy which is in any respect repugnant to this Constitution, or which is unlawful.
- 3 1° The membership of the Student Senate shall consist of the following panels:
- i Executive Panel
  - ii Faculty Assemblies Panel
  - iii Postgraduate Panel
  - iv Interest Group Panel
  - v Independent Panel
- 3° Details of the Student Senate panels shall be set out in Schedule 2 of the Constitution.
- 4 1° The Student Senate shall elect a chairperson, who shall be referred to as the Speaker of the Student Senate.
- i No member of the Union shall be eligible to hold the position of Speaker of the Student Senate.
  - ii The Speaker of the Student Senate shall be appointed by the procedure for the appointment set out in this Constitution and the Standing Orders of the Student Senate, to a one-year term from 1st July to 30th June of the following year.
  - iii There shall be no limit to the number of terms for which an individual may hold the position of Speaker of the Student Senate.
  - iv The procedure for the appointment of the Speaker of the Student Senate shall be set out in Schedule 3 of this Constitution.
  - v The Speaker of the Student Senate shall act in an independent capacity and shall abide by the terms of their appointment and the standing orders of the Student Senate.
- 2° The Student Senate shall elect, from its number, a Deputy Chairperson.

- i The Deputy Chairperson shall be appointed by the procedure for the appointment set out in this Constitution and the Standing Orders of the Student Senate, for a term starting on the date of their appointment to the 30 June of the following year.
  - ii The Deputy Chairperson shall act as Chairperson if the Speaker is temporarily incapacitated.
  - iii The Deputy Chairperson shall act in an independent capacity.
- 3° The Student Senate shall elect, from its number, a Secretary.
  - i The Secretary shall be appointed by the procedure for the appointment set out in this Constitution and the Standing Orders of the Student Senate, for a term starting on the date of their appointment to the 30 June of the following year.
  - ii The Secretary shall act in an independent capacity.
- 4° The Student Senate shall elect, from its number, a Vice-Secretary.
  - i The Vice-Secretary shall be appointed by the procedure for the appointment set out in this Constitution and the Standing Orders of the Student Senate, for a term starting on the date of their appointment to the 30 June of the following year.
  - ii The Vice-Secretary shall act as Secretary if the Secretary is temporarily incapacitated.
  - iii The Vice-Secretary shall act in an independent capacity.
- 5 1° Attendance at meetings of the Student Senate shall be open to all members of the Union.
  - 2° Attendance by non-members of the Union to meetings of the Student Senate shall be by invitation of the Speaker of the Student Senate only.
  - 3° All members of the Student Senate shall be voting members, save for the following:
    - i Speaker of the Student Senate,
    - ii Clerk of the Student Senate, and
    - iii Clerk-Assistant of the Student Senate.
- 6 1° The Student Senate shall normally meet six times per academic year, normally with three meetings per semester.
  - 2° The Student Senate shall meet in regular annual sessions that shall commence on the 1<sup>st</sup> of July and dissolve on the 30<sup>th</sup> of June the following year.

- 7 All official minutes, agendas, reports, and policies of the Student Senate shall be published on the Union’s website, save for any provisions in the Standing Orders of the Student Senate.
- 8 1° The Student Senate may establish subsidiary bodies to which they may delegate competencies.
- 2° The Student Senate shall have the following standing committees:
- i Constitutional & Representative Review Committee;
  - ii Rules & Procedures Committee;
  - iii Search Committee; and
  - iv Selection Committee.
- 3° Details of the subsidiary bodies of the Student Senate shall be contained in Schedule 4 of this Constitution. The Student Senate may amend the contents of Schedule 4.
- 9 1° Subject to this Constitution the Student Senate, and its subsidiary bodies, shall determine their own procedures.
- 2° Quorum of the Student Senate shall consist of 50% plus one of the membership of the Student Senate.
- 3° 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 Clerk of the Student Senate. The Speaker of the Student Senate shall determine the documents to which the seal shall be affixed.

## **PART VII – THE UNION EXECUTIVE**

### **Article 15 – THE EXECUTIVE COMMITTEE**

- 1 There shall be an Executive Committee, hereinafter referred to as “the Executive”, to be collectively responsible for the day-to-day operation of the Union, in addition to each officer’s own portfolio.
- 2 1° The Executive has reserved competence in the following areas:

- i Approve and have oversight on Operational Plans.
- ii Approve appointments to the Board of Trustees.
- iii Approve the nominations and appointments, except where the positions are *ex officio*, to all representative bodies and external bodies. These nominations and appointments shall be on the recommendation of the President.
- iv Collective responsibility for the competencies of each officer.
- v Nominate members of the Board of Trustees for removal.
- vi Nominate people for Honorary Membership.
- vii Write and implement the Plan of Work.
- viii Write and implement the Strategic Plan.
- ix The right to defer the enactment of any policy issued 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 decision at the next scheduled meeting of the Student Senate.
- x Issue policy with regards to:
  - (a) The regulation of the processes for delegations and appointments, and
  - (b) Student Centre Operations.

2° The Executive has exclusive competence in the following areas:

- i Oversee the effectiveness of representative bodies.

3° The Executive has shared competence in the following areas:

- i Ensure the implementation of Union Policy.
- ii Manage the Union's relationships with key stakeholders.
- iii Issue statements on behalf of the Union.
- iv Ensure that an efficient crossover between Executive teams occurs.
- v Ensure that this Constitution is upheld and adhered to.
- vi Issue policy with regards to any area save for the competencies of the:
  - (a) Board of Trustees, and
  - (b) Electoral Commission

3 1° The Executive shall consist of:

- i Full Time Officers; and
- ii Part Time Officers.

2° No person shall simultaneously hold more than one position on the Executive.

3° Each member of the Executive shall deliver their officer report to the Student Senate for approval of the Student Senate.

- i 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 12 of this Constitution.

4 1° The President shall be the chairperson of the Executive.

2° The secretary to the Executive shall be appointed by the Executive from I membership and any secretary so appointed may be removed by the Executive.

5 1° Attendance at meetings of the Executive shall be open to all members of the Executive.

2° Attendance by non-members of the Union to meetings of the Executive shall be by invitation of the Executive only.

3° All members of the Executive shall be voting members.

6 1° 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.

2° The Executive shall meet in regular annual sessions that shall commence on the 1 July and end on the 30 June the following year.

7 1° The Executive may establish subsidiary bodies to which they may delegate competencies.

2° Details of the subsidiary bodies of the Executive shall be contained in Appendix B of this Constitution. The Executive may amend the contents of Appendix B.

8 1° Subject to this Constitution the Executive, and its subsidiary bodies, shall determine their own procedures.

2° Quorum of the Executive shall consist of 50% plus one of the membership of the Executive.

## **PART VIII – THE FULL TIME OFFICERS OF THE UNION**

### **Article 16 – THE PRESIDENT**

1 The President shall be the CEO, First Officer & Chief Spokesperson of the Union.

- 2 1° The President has reserved competence in the following areas:
- i Nominate nominees for appointment to the:—
    - (a) Board of Trustees
    - (b) Electoral Commission
  - ii Nominate members for removal from the Board of Trustees.
  - iii Draft and ensure strict adherence to the Annual Budget.
  - iv Manage the Executive.
  - v Ultimate responsibility for the:—
    - (a) competencies of the Executive,
    - (b) administration of the Union,
    - (c) financial affairs of the Union,
    - (d) entertainment provided by the Union,
    - (e) publications of the Union,
    - (f) Strategic development and overall direction of the Union.
  - vi Appoint the Deputy President and specify the order of succession amongst the Vice Presidents.
  - vii They shall be the *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 member of the representative body.
  - viii 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.
  - ix The right of attendance and address at all meetings established within the terms of this Constitution.
  - x 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.
  - xi 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.

- xii Act as a liaison between the Executive and the Board of Trustees.
- 3° The President has exclusive competence in the following areas:
- i Manage the Union's Staff.
  - ii Draft the Union's Operational Plan
  - iii They shall be responsible for leading all national campaigns on behalf of the Union.
  - iv Maintain a record of all boards, committees and other bodies within the University, and the Union representation at each.
    - (a) Ensure that this record is included in any crossover document compiled for the training and reference of their successor.
- 4° The President has shared competence in the following areas:
- i Ensure the implementation of Union Policy.
  - ii Manage the Union's relationships with key stakeholders.
  - iii Issue statements on behalf of the Union.
  - iv Ensure that an efficient crossover between Executive teams occurs.
  - v Ensure that this Constitution is upheld and adhered to.
  - vi Issue policy with regards to any area save for the competencies of the:
    - (a) Board of Trustees, and
    - (b) Electoral Commission.

## **Article 17 – VICE PRESIDENT ACADEMIC AFFAIRS**

- 1 The Vice President Academic Affairs shall be responsible for dealing with issues of academic affairs and general academic advancement of the student body of the University.
- 2 The Vice President Academic Affairs shall be responsible:
  - i Dealing with all academic-related casework by:
    - (a) Acting as a point of peer-provided guidance, and
    - (b) Acting as a listening & referral service.
  - ii Updating members on changes in the education system or changes within the educational structure of the University which are relevant to students.
  - iii Implementing educational policies and campaigns.

- iv the maintenance of an effective Student Academic Representative system, Academic Assembly, and Faculty Assemblies, to include coordination of training and development for Academic Representatives.
  - v Attending all meetings of committees of which they are a member and coordinate and maximise student representation on other appropriate academic structures.
  - vi Representing the needs of students by campaigning at both local and national level.
  - vii Developing educational policies and campaigns.
- 3 For the time that the Union is a member organisation of the Union of Students in Ireland, be a delegate to the National Council and Annual Congress of the Union of Students in Ireland.

### **Article 18 – VICE PRESIDENT OF WELFARE & EQUALITY**

- 1 The Vice President of Welfare & Equality shall be responsible for issues that relate to student welfare, equality, and other issues of social significance.
- 2 1° The Vice President of Welfare & Equality has reserved competence in the following areas:
- i 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
  - ii Ensure the dignity and defense of the rights of the membership of the Union and within the University.
  - iii Be responsible for the planning and implementation of at least three welfare campaigns and two equality campaigns per year.
  - iv 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, and membership of the Traveller community.
  - v 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 at the relevant body or authority.



- vi Be responsible for implementing welfare and equality policies and campaigns.
  - vii Endeavour to attend all meetings of committees of which they are a member and shall use those committees to represent the best interests of students.
  - viii Endeavour to work with the University to ensure effective health promotion.
  - ix Undertake a programme of relevant training and shall complete a programme of such training in advance of the commencement of the first semester.
  - x For the time that the Union is a member organisation of the Union of Students in Ireland, the Vice President of Welfare & Equality shall be a delegate to the National Council and Annual Congress of the Union of Students in Ireland.
- 3° The Vice President of Welfare & Equality has shared competence in the following areas:
- i Endeavour to represent the needs of students by campaigning at both local and national level.
  - ii Be responsible for developing welfare and equality policies and campaigns.

## **Article 19 – VICE PRESIDENT OF STUDENT LIFE**

- 1 The Vice President of Student Life shall be responsible for promoting engagement with extracurricular activities involving volunteering, community engagement and events.
- 2 1° The Vice President of Student Life shall be responsible for:

- i The training and development of MSU volunteers.
- ii Maintaining a full and up-to-date list of all Collaborations, Sponsors, Clubs and Societies and their contact information.
- iii Aiding and advising students, representatives, and officers on the organization of events and other activities.
- iv Encouraging membership engagement with their union.
- v Endeavoring to sit on all committees relevant to Student Life and Engagement at both Union and University level.
- vi Ensuring the Unions involvement in the management and running of relevant campus-wide events relating to student life
- vii Liaising with the Executive on matters relating to the advertisement and promotion of Union activities and entertainment
- viii In conjunction with the Entertainments Committee, overseeing the running of all Union activities and entertainment
- ix Acting as a spokesperson for the Union on matters regarding the development of student entrepreneurship and volunteering.
- x Fundraising towards charitable purposes and goals.

3° For the time that the Union is a member organization 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.

## **PART IX – ACADEMIC ASSEMBLIES**

### **Article 20 – THE ACADEMIC ASSEMBLY**

- 1 There shall be an 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.
- 2 The Academic Assembly has shared competence in the following areas:

- i Advise the Vice President Academic Affairs on matters relating to:
    - (a) Academic Affairs,
    - (b) Teaching and Learning,
    - (c) Quality Assurance,
    - (d) Matters that affect students' learning, and
    - (e) Academic Representation.
  - ii Aid the Vice President Academic Affairs in developing policy in relation to the matters listed in paragraph i of this section.
- 3 The membership of the Academic Assembly shall consist of:
- i Vice President Academic Affairs
  - ii Arts, Celtic Studies, & Philosophy Faculty Convenor
  - iii Social Sciences Faculty Convenor
  - iv Science & Engineering Faculty Convenor
  - v Membership of the Arts, Celtic Studies, & Philosophy Faculty Assembly
  - vi Membership of the Social Sciences Faculty Assembly
  - vii Membership of the Science & Engineering Faculty Assembly
- 4 1° The Vice President Academic Affairs shall be the chairperson of the Academic Assembly.  
2° The Vice President Academic Affairs shall appoint a Secretary to the Academic Assembly.
- 5 1° Attendance at meetings of the Academic Assembly shall be open to all members of the Academic Assembly.  
2° Attendance by non-members of the Academic Assembly to meetings of the Academic Assembly shall be by invitation of the Vice President Academic Affairs only.  
3° All members of the Academic Assembly shall be voting members.
- 6 The Academic Assembly shall meet as and when required.
- 7 1° The Academic Assembly may establish subsidiary bodies to which they may delegate competencies.  
2° Details of the subsidiary bodies of the Academic Assembly shall be contained in Appendix C of this Constitution. The Academic Assembly may amend the contents of Appendix C.
- 8 1° Subject to this Constitution the Academic Assembly, and its subsidiary bodies, shall determine their own procedures.  
2° Quorum of the Academic Assembly shall consist of one-third of the Academic Assembly membership.

## Article 21 – THE FACULTY ASSEMBLIES

- 1 There shall be Faculty Assemblies to provide a forum for discussion, advice, and policy development on all issues of relevance to a particular faculty.
- 2 1° There shall be the following Faculty Assemblies:
  - i Art, Celtic Studies, and Philosophy Faculty Assembly;
  - ii Social Sciences Faculty Assembly;
  - iii Science & Engineering Faculty Assembly.
- 2° Without prejudice to subsection 1°, Faculty Assemblies shall be created and stand dissolved in line with the creation and dissolution of faculties within the University's structures.
- 3 Each Faculty Assembly has shared competence in the following areas:
  - i Advise the Faculty Convenor on issues of particular relevance to the students of the Faculty.
  - ii Aid the Faculty Convenor in developing policy in relation to issues of particular relevance to the students of the Faculty.
- 4 The membership of a Faculty Assembly shall consist of:
  - i Vice President Academic Affairs;
  - ii The relevant Faculty Convenor;
  - iii The Academic Representatives of the Faculty, as set out in Appendix D.
- 5 1° The Faculty Convenor shall be the chairperson of the Faculty Assembly.  
2° The Faculty Assembly shall elect a Deputy Chairperson of the Faculty Assembly.  
3° The Faculty Assembly shall elect a Secretary of the Faculty Assembly.
- 6 1° Attendance at meetings of the Faculty Assemblies shall be open to all members of the Faculty Assembly.  
2° Attendance by non-members of the Faculty Assembly to meetings of the Faculty Assembly shall be by invitation of the Faculty Convenor only.  
3° All members of the Faculty Assembly shall be voting members.
- 7 The Faculty Assembly shall normally meet six times per academic year, normally with three meetings per semester.
- 8 1° The Faculty Assemblies may establish subsidiary bodies to which they may delegate competencies.

2° Details of the subsidiary bodies of the Faculty Assemblies shall be contained in Appendix E of this Constitution. The Faculty Assemblies may amend the contents of Appendix E.

9 1° Subject to this Constitution the Faculty Assemblies, and their subsidiary bodies, shall determine their own procedures.

2° Quorum of the Faculty Assemblies shall consist of one-third of the Faculty Assembly membership.

## **Article 22 – STUDENT ACADEMIC REPRESENTATIVES**

1 There shall be Student Academic Representatives who shall act as the official representative of a cohort of students divided by class, module, programme, or course.

2 The responsibilities of Student Academic Representatives shall be set out in Appendix F of this Constitution.

## **PART X – THE ELECTORAL ORGANISATION**

### **Article 23 – THE ELECTORAL COMMISSION**

1 There shall be an Electoral Commission to regulate and oversee Union elections and referendums.

2 The Electoral Commission has reserved competence in the following areas:

i Issue policy with regards to:

(a) Elections, excluding electoral appeals,

(b) Referendums,

(c) Campaigning, and

(d) Campaign Expenditure.

ii To sanction members of the Union who breach regulations issued by the Electoral Commission.

3 The membership of the Welfare & Equality Forum shall consist of not less than five and not more than nine members.

4 1° The Electoral Commission shall elect a chairperson of the Electoral Commission, who may be referred to as the Commissioner.

- i No member of a governance body may be the chairperson of the Electoral Commission.
- 2° The Electoral Commission shall elect a Deputy Chairperson of the Electoral Commission.
- 3° The Electoral Commission shall elect a Secretary of the Electoral Commission.
- 5 1° Attendance at meetings of the Electoral Commission shall be open to all members of the Electoral Commission.
- 2° Attendance by non-members of the Electoral Commission to meetings of the Electoral Commission shall be by invitation of the Chairperson of the Electoral Commission only.
- 3° All members of the Electoral Commission shall be voting members.
- 6 The Electoral Commission shall normally meet four times per academic year, normally with two meetings per semester.
- 7 1° The Electoral Commission may establish subsidiary bodies to which they may delegate competencies.
- 2° Details of the subsidiary bodies of the Electoral Commission shall be contained in Appendix G of this Constitution. The Electoral Commission may amend the contents of Appendix G.
- 8 1° Subject to this Constitution the Electoral Commission, and its subsidiary bodies, shall determine their own procedures.
- 2° Quorum of the Electoral Commission shall consist of 50% plus one of the Electoral Commission membership.

## **Article 24 – THE RETURNING OFFICER TEAM**

- 1 There shall be a Returning Officer Team which shall execute and implement policy issued by the Electoral Commission in conducting and supervising the process of all Union elections and referendums.
- 2 1° The Returning Officer Team shall have reserved competence in the following areas:
  - i Appoint all electoral staff,
  - ii Oversee, manage, and make all necessary arrangements for all Union elections and referendums.
- 2° The Returning Officer Team shall have shared competence in the following areas:
  - i The implementation of policy issued by the Electoral Commission.
- 3° The Chief Returning Officer shall have reserved competence in the following areas:

- i Overturn or countermand any decision or action of the Deputy Returning Officer.
- 3 1° The Returning Officer Team shall be comprised of the following:
  - i Chief Returning Officer,
  - ii Deputy Returning Officer
- 2° The Returning Officer Team shall be appointed by the Electoral Commission.
- 3° The Chief Returning Officer shall hold no officership or staff position in any of the following:
  - i The Union;
  - ii The University; and
  - iii all of their associated campuses, enterprises, and companies; and
  - iv shall not be a member of a governance body.
- 4° The Deputy Returning Officer shall hold no officership or staff position in any of the following:
  - i The University; and
  - ii all of their associated campuses, enterprises, and companies;
  - iii and shall not be a member of a governance body.
- 4 The Chief Returning Officer shall report to the Electoral Commission.

## **Article 25 – ELECTORAL PROCEDURE**

- 1 1° Within 40 to 80 days before the
  - i Student Senate, or
  - ii Executive,
 dissolves, elections shall be held to fill both representative bodies' directly elected membership.
- 2° Within 60 to 100 days after the Academic Assembly dissolves elections shall be held to fill the Academic Assemblies' directly elected membership.
- 3° The elections referred to in subsection 1° and subsection 2° shall be referred to as 'general elections'.
- 2 Each member of the Union who seeks to nominate a candidate for election shall follow the nomination procedure as regulated by the Electoral Commission.
- 3 1° In elections to the Executive positions of:—

- i President,
- ii Vice President Academic Affairs,
- iii Vice President of Welfare & Equality, and
- iv Vice President of Student Life,

ballot papers shall include as an option the statement "Re-open Nominations". If "Re-open Nominations" is chosen in an election, the position shall be declared unfilled and a bye-election shall be held.

2° In elections to the Executive, save the positions listed in subsection 1°, or the Student Senate the statement "Re-open Nominations" shall not be included as an option on ballot papers save the Electoral Commission regulating otherwise.

- 4 1° Where a Full Time Executive seat is vacant in the:—
- i first semester, and if, in the opinion of the Chairperson of the Electoral Commission, a bye-election can be validly called in accordance with regulations issued by the Electoral Commission, a bye-election shall be held to fill the vacant seat. If there is not sufficient time nor resources to hold a bye-election, the seat shall remain vacant until the next general election and the responsibilities of that Officer shall be split between the members of the Executive in a manner as prescribed by the Executive.
  - ii second semester, the seat shall remain vacant until the next general election and the responsibilities of that Officer shall be split between the members of the Executive in a manner as prescribed by the Executive.

2° Where a Part Time Executive seat is vacant in the:—

- i first semester, if there is sufficient time and resources to administrate a bye-election, a bye-election shall be held to fill the vacant seat. If there is not sufficient time nor resources to hold a bye-election, the President shall nominate and the Student Senate shall appoint an ordinary member of the Union to fill the vacancy.
- ii second semester, the President shall nominate and the Student Senate shall appoint an ordinary member of the Union to fill the vacancy.

3° Where a directly elected Student Senate seat, with the exception of the First Year Senator position, is vacant in the:—



- i first semester, if there is sufficient time and resources to administrate a bye-election, a bye-election shall be held to fill the vacant seat. If there is not sufficient time nor resources to hold a bye-election, the President shall nominate and the Student Senate shall appoint an ordinary member of the Union to fill the vacancy.
- ii second semester, the President shall nominate and the Student Senate shall appoint an ordinary member of the Union to fill the vacancy.

4° For the time being that there is a First Year Senator position on the Student Senate this subsection shall apply. Where the First Year Senator position is vacant in the:—

- i first semester, a general election of the position shall be held. If a general election has already been held for the position the President shall nominate and the Student Senate shall appoint an ordinary member of the Union to fill the vacancy.
- ii second semester, the President shall nominate and the Student Senate shall appoint an ordinary member of the Union to fill the vacancy.

5° Where a non-directly elected Student Senate seat is vacant the appointment process for that seat shall commence immediately.

6° Where an Academic Assembly seat is vacant after a general election has been held for that seat the relevant Faculty Convenor shall nominate and the Executive shall appoint an ordinary member of the Union to fill the vacancy.

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

6 1° Any member of the Union who has a reason to believe that there was an irregularity of any kind regarding the conduct of an election or referendum shall have the right to appeal the results of the election or referendum to the Election Appeals Committee.

2° The appeals process shall be regulated by the Electoral Commission.

7 1° Nothing in this Constitution shall prevent the possibility of online or electronic voting.

2° The Electoral Commission shall regulate the usage of online or electronic voting.

8 1° All directly elected Student Senate and Executive position elections shall be by means of proportional representation with a single transferable vote.

2° Academic Assembly elections shall be by a means as decided by the Electoral Commission.

3° All other Union elections shall be by means of first-past-the-post.

- 9 1° No Executive position candidate may be validly nominated for an Executive position, save for the candidate's agreeance to the Terms and Conditions of Officership.
- 2° The Terms and Conditions of Officership shall be developed and approved by the Board of Trustees.
- 10 Subject to the foregoing provisions of this Article, elections shall be regulated by the Electoral Commission and shall be interpreted in the first instance by the Chief Returning Officer subject to any appeal from an ordinary member of the Union to the Electoral Commission, who may overrule the Chief Returning Officer.

## **PART XI – TERMS OF OFFICERSHIP**

### **Article 26 – TERMS OF OFFICE**

- 1 Members of the Board of Trustees will be appointed to a three-year term starting on the date of their appointment.
- 2 Members of the Student Senate:—
- i directly elected at a general election to the Student Senate will be elected to a one-year term from 1<sup>st</sup> July to 30<sup>th</sup> June of the following year.
  - ii directly elected at a bye-election to the Student Senate will be elected to a term starting on the date of their election to the 30 June of the following year.
  - iii not directly elected to the Student Senate will be elected to a term starting on the date of their election to the 3<sup>h</sup> June of the following year.
  - iv co-opted to the Student Senate will be appointed to a term starting on the date of their co-option to the 30 June of the following year.
- 3 Members of the Executive:—

- i elected at a general election to the Executive will be elected to a one-year term from 1<sup>st</sup> July to 30<sup>th</sup> June of the following year.
  - ii elected at a bye-election to the Executive will be elected to a term starting on the date of their election to the 30 June of the following year.
  - iii co-opted to the Executive will be appointed to a term starting on the date of their co-option to the 30 June of the following year.
  - iv 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.
  - v 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.
  - vi No individual may serve for more than four years on the Executive in any position.
- 4 Members of the Academic Assembly will be elected to a term starting on the date of their election to the 30 June of the following year.
- i Co-option
- 5 Members of the Electoral Commission will be appointed to a one-year term starting on the date of their appointment.
- 6 1° The Chief Returning Officer will be appointed to a one-year term starting on the date of their appointment.
- 2° The Deputy Returning Officer will be appointed to a one-year term starting on the date of their appointment.

## **Article 27 – RESIGNATIONS**

- 1 1° The resignation of any member of a representative body shall take effect if the member failed to attend two consecutive meetings of the representative body, without submission of their apologies to the Secretary of the representative body in advance of the meeting.
- 2° The member in question may be reinstated on appeal by agreement of the Chairperson of the representative body, where such absence is caused by justifiable circumstances which have been explained to and accepted by the Chairperson of the representative body.
- 2 1° The resignation of any member 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.

- 3 1° The resignation of any member of the 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.  
2° The resignation of the Speaker of the Student Senate shall take effect upon notification of same in writing to the Clerk of the Student Senate. The notification of resignation must be in writing and acceptance of the resignation shall not be required.
- 4 1° 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.  
2° The resignation of the President 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.
- 5 The resignation of any Student Academic Representative as a member of the Academic Assembly shall take effect upon notification of same in writing to the Vice President Academic Affairs. The notification of resignation must be in writing and acceptance of the resignation shall not be required.
- 6 1° The resignation of any member of the Electoral Commission shall take effect upon notification of same in writing to the Secretary of the Electoral Commission. The notification of resignation must be in writing and acceptance of the resignation shall not be required.
- 7 1° The resignation of any member of a subsidiary body shall take effect upon notification of same in writing to the chairperson of the subsidiary body.  
2° The resignation of the chairperson of a subsidiary body shall take effect upon notification of same in writing to the secretary of the subsidiary body.
- 8 1° The resignation of either the Chief Returning Officer or the Deputy Returning Officer shall take effect upon notification of same in writing to the Secretary of the Electoral Commission.

## **Article 28 – REMOVAL FROM OFFICE**

- 1 Any member of the Board of Trustees may be removed from office by the passing of two concurrent Motions to Remove approved by a two-thirds majority of the membership of the

Student Senate and a two-thirds majority of the membership of the Executive present at the respective meetings at which the motion was tabled to both.

2 1° 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.

2° The Speaker of the Student Senate, Deputy Chairperson, 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.

3 Any member of the Executive may be removed from office by an Impeachment Referendum, which shall be the only way to remove a member of the Executive other than death, resignation, or permanent incapacity.

4 Any member of the 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 relevant Faculty Assembly present at the meeting at which the motion was tabled.

5 Any member of the Electoral Commission 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.

6 Any member of a subsidiary body, with the exception of Faculty Assemblies, may be removed from office by the passing of a Motion to Remove approved by a two-thirds majority of the membership of the subsidiary bodies' principle body present at the meeting at which the motion was tabled.

7 1° The Chief 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 Electoral Commission present at the meeting at which the motion was tabled.

2° The Deputy Returning Officer may be removed from office by:—

- i the passing of a Motion to Remove approved by a two-thirds majority of the membership of the Electoral Commission present at the meeting at which the motion was tabled, or
- ii the Chief Returning Officer by notifying the Electoral Commission.

## **PART XII – THIS CONSTITUTION**

### **Article 29 – THIS CONSTITUTION**

- 1 This Constitution shall surpass all previous constitutions and all previous constitutions are hereby revoked.
- 2 1° The first interpreter of the Constitution shall be the President of the Union.  
2° Any interpretation made by the President may be appealed to the Board of Trustees.  
3° The Board of Trustees shall be the final tribunal of appeal within the Union and the final interpreter of the Constitution.
- 3 The Articles of the Constitution may only be amended by a Constitutional Referendum called in accordance with this Constitution.
  - i Any changes to the Articles of this Constitution shall require a simple majority in a quorate Constitutional Referendum and shall come into effect at 1 am 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.
- 4 Any changes to the Schedules of this Constitution may be at a validly called and quorate meeting of the Student Senate.
  - i 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 1 am on the morning following the day upon which the result of motion is declared, or such other time as specified in the relevant motion.
- 5 1° On amendment of this Constitution, the Chief Returning Officer shall make such alterations as are necessary and shall cause to be prepared a full version of this Constitution containing all amendments.  
2° Such alterations shall be confirmed at a meeting of the Electoral Commission, to take place as soon as practicable after the passing of the limitation periods for appeals against

the result of the Referendum. The Electoral Commission shall certify the amended version of this Constitution.

6 A certified Constitution shall be kept by the President as the Official Constitution of the Union.

7 1° Where a conflict occurs between a Schedule or an Appendix and an Article of the Constitution, the Articles of the Constitution shall take precedence.

8 1° The President shall be ultimately responsible for ensuring the Union's compliance with this Constitution.

2° The levels of compliance may be recorded by the President.

## **PART XIII – TRANSITIONARY PROVISIONS**

### **Article 30 – TRANSITIONARY PROVISIONS**

1 Any of the provisions of this Constitution, except the provisions of this Article, may, subject as hereinafter provided, be amended by the Student Senate, whether by way of variation, addition, or repeal, within a period of one year after the date on which the Student Senate first sits after this Constitution is certified.

2 A proposal for the amendment of this Constitution under this Article shall not be enacted if, prior to such enactment, the President, after consultation with the Executive, shall have signified in a message under their hand and Seal addressed to the Speaker of the Student Senate that the proposal is in their opinion a proposal to effect an amendment of importance that the will of the members of the Union thereon ought to be ascertained by Referendum before its enactment.

3 The foregoing provisions of this Part and Article shall cease to have any effect immediately upon the expiration of the period of one year referred to in section 1.

4 This Article shall be omitted from every official text of this Constitution published after the expiration of the said period.

## SCHEDULES

### PART I – UNION POLICY

#### Schedule 1 – UNION POLICY

- 1 The hierarchy of the Policy of the Union shall fall under the following headings in hierarchical order, namely:
  - i Articles of this Constitution,
  - ii Policy Referendum Mandate,
  - iii Schedules of this Constitution,
  - iv Policy Documents,
  - v Mandates,
  - vi Regulation,
  - vii Directives,
  - viii Decisions,
  - ix Recommendations.
- 3° If it is the case that two or more policies, which are different types of policy, are conflicting in substance, the policy which is of a higher hierarchal level in subsection 1° of this section, shall prevail, regardless of which representative body issued the policy.
- 4° If it is the case that two or more policies, which are the same type of policy, that were issued by different representative bodies of the Union, are conflicting in substance, the policy issued by the representative body of the Union that is of a higher hierarchical level in the governance of the Union hierarchy, shall prevail.
- 5° If it is the case that a policy issued by a representative body of the Union contradicts a policy, that is the same type of policy that was previously issued by the same representative body of the Union, the most recently issued policy shall prevail.
- 6° Each representative body of the Union that can issue a policy may only do so if the policy being issued is pertaining to the competencies of that representative body.
- 2 1° An Article of this Constitution, hereinafter referred to as an 'Article', is a form of Constitutional Policy.
  - 2° An Article cannot be altered by any means with the exception of a Constitutional Referendum.



- 3° An Article supersedes all other forms of Union Policy.
- 3 1° A Policy Referendum Mandate is the type of policy created from a Policy Referendum. The policy is binding and supersedes all provisions in the Schedules of the Constitution, but not the Articles of the Constitution.
- 2° Policy Referendum Mandates can only be issued by a Policy Referendum.
- 4 1° A Schedule of this Constitution, hereinafter referred to as a 'Schedule', is the second form of Constitutional Policy.
- 2° A Schedule may be altered by:
- i A Constitutional referendum, or
  - ii An amendment passed by the Student Senate.
- 5 1° A Policy Document is a binding course of action or a set of principles adopted by the Union.
- 2° Policy Documents can be issued by the Board of Trustees only.
- 6 1° A mandate is a binding order or set of principles issued by the Student Senate or the Executive that binds the Executive to complete it.
- 2° Mandates can be issued by the:
- i Student Senate, and
  - ii Executive.
- (a) Mandates issued by the Executive must be ratified by the Student Senate at the next sitting of the Student Senate, if the mandate is not ratified at that sitting the mandate shall cease to take effect. A mandate which is similar in substance to the mandate that was not ratified by the Student Senate may not be issued by the Executive again in the session of the Student Senate that the non-ratified mandate was issued unless granted express permission by the Student Senate.
- 3° Notwithstanding subsection 5° of section 1 of this schedule and in extraordinary circumstances, the Executive may issue a mandate that is pertaining to the remit of the Student Senate.
- 4° A Mandate shall lapse:

- i three years after the date of its issuance.
    - ii as outlined in the Mandate; or
    - iii if it is altered or revoked.
- 7 1° A regulation is a binding set of detailed rules issued by a representative body of the Union that regulates the duties and affairs of a specified group of people, service, or facility.
- 2° Regulations can be issued by all representative bodies of the Union.
- i All representative bodies may only issue a regulation that regulates the originating representative body's internal affairs and procedures, with the exception of the Electoral Commission, Board of Trustees, and the Executive.
  - ii The Electoral Commission may regulate their internal affairs and procedures and the rules and procedures surrounding Union Elections, with the exception of electoral appeals.
    - (a) Notwithstanding subsection 4° of section 1 of this Schedule, any regulation issued by the Electoral Commission may only be revoked or altered by the Electoral Commission, and if it is the case that a regulation issued by the Electoral Commission is conflicting in substance with a regulation issued by another representative body of the Union, the regulation passed by the Electoral Commission shall prevail.
  - iii The Board of Trustees and the Executive may issue regulations that regulate their internal affairs and procedures, and regulations that pertain to their respective competencies.
- 3° Regulations may only be issued to enforce the provisions contained in the following types of Union Policy:
- i Article of this Constitution,
  - ii Policy Referendum Mandate,
  - iii Schedule of this Constitution,
  - iv Policy Document,
  - v Mandate.
- 8 1° A directive is a binding order made by one governance or principle body, with the exception of a referendum, to a subsidiary body that reports to a governance or principle body.
- 2° Directives can be issued by:

- i A principle body of the Union to a subsidiary body that reports directly to it, and
- ii The President.

(a) The President may issue a directive to any subsidiary body that reports directly to the Executive. This directive must be ratified by the Executive at the next meeting of the Executive, if the directive is not ratified at that meeting the directive shall cease to take effect. A directive which is similar in substance to the directive that was not ratified by the Executive may not be issued by the President again in the session of the Student Senate that the non-ratified directive was issued, unless granted express permission by the Executive.

3° The following representative bodies may not be issued a directive:

- i All principle bodies of the Union,
- ii Disciplinary Committee
- iii Electoral Appeals Committee,
- iv Search Committee,
- v Selection Committee,

4° The Rules & Procedures Committee may not be issued a directive that is pertaining to an appeal of a ruling of any chairperson.

9 1° A decision is a formal action by a representative body or the President concerning, inter alia:

- i Appointments,
- ii Administrative matters,
- iii Procedural matters, and
- iv The adoption of a text representing the consensus of the members of a given representative body or the President.

3° Decisions issued by:

- i governance bodies,
- ii the Electoral Commission, or
- iii subsidiary bodies that report to a governance body may be binding on the issuing body or on representative bodies that are affected by the competencies of the issuing body.

4° Decisions issued by;

- i Principle bodies that are not governance bodies, except for the Electoral Commission, or
- ii subsidiary bodies that do not report to a governance body,

may be binding on the issuing body only.

5° Decisions issued by the President may be pertaining to the:

- i President's competencies, or
- ii Executive's competencies.

(a) Decisions issued by the President that pertain to the Executive's competencies must be ratified by the Executive at the next meeting of the Executive, if the decision is not ratified at that meeting the decision shall cease to take effect. A decision which is similar in substance to the decision that was not ratified by the Executive may not be issued by the President again in the session of the Student Senate that the non-ratified decision was issued.

10 1° A recommendation is a non-binding suggestion or proposal issued by a representative body or Executive Officer to another representative body or Executive Officer.

2° Recommendations may be issued by:

- i any representative body of the Union, except for a subsidiary body that does not report directly to a governance body or the Academic Assembly, and
- ii any member of the Executive.

3° Notwithstanding subsection 5° of section 1 of this schedule, a recommendation may be issued without it pertaining to the competencies of the originating representative body or Executive Officer.

11 1° There shall be a Policy Manual to record all Policy Referendum Mandates and all mandates issued or ratified by the Student Senate.

2° The Policy Manual shall be managed and regulated by the President with the aid of the Executive.

2 The President shall be required to sign all Union Policy issued by the Student Senate within seven days of its issuance. Within the seven days, the President may veto said policy by alerting the Speaker of the Student Senate in writing that of their intention to veto said policy. Policies 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 policy shall be enacted.

## PART II – ANCILLARY MATTERS RELATIING TO THE STUDENT SENATE

### Schedule 2 – DETAILS OF THE STUDENT SENATE PANELS

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

1° Executive Members

- i President, *ex officio*
- ii Vice President Education, *ex officio*
- iii Vice President Welfare and Equality, *ex officio*
- iv Vice President Student Life, *ex officio*
- v Arts, Celtic Studies and Philosophy Faculty Convenor, *ex officio*
- vi Social Sciences Faculty Convenor, *ex officio*
- vii Science and Engineering Faculty Convenor, *ex officio*
- viii Oifigeach na Gaeilge (Irish Language Officer), *ex officio*
- ix Postgraduate Representative, *ex officio*
- x Doctoral Postgraduate Representative, *ex officio*

2° Faculty Council Members

- i Three Academic Representatives from the Arts, Celtic Studies & Philosophy Faculty Assembly
- ii Three Academic Representatives from the Social Sciences Faculty Assembly
- iii Three Academic Representatives from the Science & Engineering Faculty Assembly

3° Postgraduate Panel

- i Two Taught Postgraduate Senators
- ii Two Research Postgraduate Senators

4° Interest Group Members

- i Accommodation Senator
- ii Active Citizenship Senator
- iii Campus Life Senator
- iv Charity Senator
- v Clubs Senator
- vi Community Senator
- vii Commuter Senator
- viii DARE Senator
- ix Ethnic Diversity Senator
- x First Year Senator
- xi Froebel Senator
- xii Gender Equality Senator
- xiii Environmental Sustainability Senator
- xiv HEAR Senator
- xv International Student Senator
- xvi LGBTQ+ Senator
- xvii Mature Student Senator
- xviii Mental Health Senator
- xix Mincéir Senator
- xx Parents & Carers Senator
- xxi Part-Time Course Senator
- xxii Societies Senator
- xxiii St. Patrick's Pontifical University Senator
- xxiv Study Abroad & Erasmus + Senator

#### 5° Independent Members

- i Four Independent Senators

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

### 1° Accommodation Senator

- i The Accommodation Senator shall be to assist the Vice President Welfare & Equality and the Vice President Student Life:
  - (a) Representing and addressing the rights and issues faced by students renting on campus and off campus accommodation
  - (b) 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
  - (c) Encouraging the involvement of students living in off-campus accommodation in all aspects of Union activity
  - (d) Advertising the services of the Union to their constituents
  - (e) Liaising with relevant societies, including by collaborating on events

#### 2° Active Citizenship Senator

- i The Active Citizenship Senator shall be to assist all officers of the Union in:
  - (a) Ensuring the Union's involvement in the management and running of relevant campus-wide events relating to the promotion and encouragement of Active Citizenship.
  - (b) Liaising with the Executive on matters relating to the advertisement and promotion of
  - (c) Union activities and entertainment.
  - (d) Promoting all Union activities and entertainment.
  - (e) Encouraging the involvement of students in all aspects of Union activity.
  - (f) Advertising the services of the Union to their constituents.
  - (g) Liaising with relevant societies, including by collaborating on events.

#### 3° Campus Life Senator

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

#### 4° Charity Senator

- i The Charity Senator shall be to assist the Vice President Student Life:
  - (a) Encouraging members of the Union to engage in charity activities and initiatives organised by the Union and the University
  - (b) Maintaining good relations with societies promoting charitable work
  - (c) Promoting all Union activities relating to charity fundraising
  - (d) Advertising the charitable services of the Union to constituents
  - (e) Liaising with relevant societies, including by collaborating on events

#### 5° Community Senator

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

#### 6° Commuter Senator



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

#### 7° DARE Senator

- i The Disability Access Route to Education (DARE) Senator shall work with the Vice President Welfare & Equality:
  - (a) Matters pertaining to students with disabilities
  - (b) Promoting the integration of students with disabilities into all aspects of the University environment
  - (c) Ensuring that all Union events are wheelchair accessible, as far as is practicable
  - (d) Maintaining good relations with societies promoting disability rights within the University
  - (e) Assisting in the organisation of events to promote disability rights and awareness
  - (f) Maintaining a good working relationship with the University with regard to access programmes for students with disabilities
  - (g) Advertising the services of the Union to constituents
  - (h) Liaising with relevant societies, including by collaborating on events

#### 8° Ethnic Diversity Senator

- i The Ethnic Diversity Senator shall work with the Vice President Welfare & Equality:
  - (a) Raising awareness of the diversity of all students in the Union and University. This diversity includes, inter alia: race, ethnicity, culture and religion
  - (b) Increasing the participation of cultural and ethnic minorities in the Union and university life

- (c) Advertising the services of the Union to constituents
- (d) Liaising with relevant societies, including by collaborating on events

#### 9° First Year Senator

- i The First Year Senator shall be to assist the Vice President Student Life:
  - (a) Representing and addressing the needs of first year students in relation to education, welfare, and student experience
  - (b) Encouraging the involvement of first year students in all aspects of Union activity
  - (c) Advertising the services of the Union to their constituents
  - (d) Liaising with relevant societies, including by collaborating on events

#### 10° Froebel Senator

- i The Froebel Senator shall be to assist all officers of the Union in:
  - (a) 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.
  - (b) Encouraging the involvement of students of the Froebel Department of Primary and Early Childhood Education in all aspects of Union activity.
  - (c) Advertising the services of the Union to students of the Froebel Department of Primary and Early Childhood Education.
  - (d) Liaising with relevant societies, including by collaborating on events.

#### 11° Gender Equality Senator

- i The Gender Equality Senator shall be to assist the Vice President Welfare & Equality:
  - (a) Campaigning and lobbying on gender equality issues
  - (b) Organising events pertaining to gender equality rights issues
  - (c) 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
  - (d) Lobbying for equality of opportunity and gender equality within the University environment

- (e) Advertising the services of the Union to constituents
- (f) Liaising with relevant societies, including by collaborating on events

#### 12° Environmental Sustainability Senator

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

#### 13° HEAR Senator

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

#### 14° International Student Senator

- i The International Student Senator shall be to assist the Vice President Education and Vice President Welfare & Equality:
  - (a) The International Student Senator will represent international students.  
Representing and addressing the needs of international students.
  - (b) Liaising with the international office regarding matters relating to supporting international students.
  - (c) Integrating international students into the university and the students' union.
  - (d) Advertising the services of the Union to their constituents.
  - (e) Promoting all Union activities and entertainments.

- (f) Encouraging the involvement of students in all aspects of Union activity.
- (g) Liaising with relevant societies, including collaborating on events.

#### 15° LGBTQ+ Senator

- i The LGBTQ+ Senator shall be to assist the Vice President Welfare & Equality:
  - (a) On any matter pertaining to LGBTQ+ rights and issues
  - (b) Maintaining good relations with the LGBTQ+ community within the University
  - (c) Organising campaigns in relation to LGBTQ+ rights and issues
  - (d) Promoting and defending the rights of LGBTQ+ members of the Union
  - (e) Liaising with relevant societies, including by collaborating on events

#### 16° Mature Student Senator

- i The Mature Student Senator shall be to assist the Vice President Education and Vice President Welfare & Equality:
  - (a) Representing and addressing the needs of mature students in relation to education, welfare, and student experience
  - (b) Encouraging the involvement of mature students in all aspects of Union activity
  - (c) Advertising the services of the Union to mature students
  - (d) Liaising with relevant societies, including by collaborating on events

#### 17° Mental Health Senator

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

#### 18° Mincéir Senator

- i The Mincéir Senator shall work with the Vice President Welfare & Equality:
  - (a) Raising awareness of issues faced by the Travelling Community in the Union and University.
  - (b) Increasing the participation of Traveller students in the Union and university life.

- (c) Advertising the services of the Union to constituents.
- (d) Liaising with relevant societies, including by collaborating on events.
- (e) Assist in the organisation and running of awareness campaigns relating to Traveller rights and issues.
- (f) Promoting awareness of issues that may affect the mental health of Traveller members of the union

#### 19° Parents & Careers Senator

- i Parents and Carers Senator shall work with the Vice President Welfare & Equality in:
  - (a) Raising awareness of the issues faced by students who are parents or carers in the Union and University.
  - (b) Increasing the participation of parents and carers in Union and university life.
  - (c) Advertising the services of the Union to constituents.
  - (d) Liaising with relevant societies, including by collaborating on events.

#### 20° Part-Time Course Senator

- i The Part-Time Course Senator shall be to assist the Vice President Education and Vice President Welfare & Equality:
  - (a) Representing and addressing the needs of students engaging in part time study in relation to education, welfare and student experience
  - (b) Encouraging the involvement of students engaging in part time study in all aspects of Union activity
  - (c) Advertising the services of the Union to students engaging in part time study
  - (d) 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 Pontifical University Senator

- i The St. Patrick's Pontifical University Senator shall be to assist the Vice President Education and Vice President Welfare & Equality:
  - (a) Representing and addressing the needs of students of St. Patrick's Pontifical University in relation to education, welfare and student experience
  - (b) Encouraging the involvement of students of St. Patrick's Pontifical University in all aspects of Union activity
  - (c) Advertising the services of the Union to students of St. Patrick's Pontifical University
  - (d) Liaising with relevant societies, including by collaborating on events

#### 22° Study Abroad & Erasmus + Senator

- i The Study Abroad & Erasmus + Senator shall be to assist the Vice President Education and Vice President Welfare & Equality:
  - (a) 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.
  - (b) Liaising with the University International Office to support members of the Union in their engagements relating to Student Exchange matters.
  - (c) 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.
  - (d) Liaising with relevant societies, including by collaborating on events.
  - (e) 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 3 – STANDING ORDERS OF THE STUDENT SENATE**

Not reproduced here due to scale

### **Schedule 4 – DETAILS OF THE SUBSIDIARY BODIES OF THE STUDENT SENATE**

- 1 Article 8.23 provides for the following standing committees of the Student Senate, namely:

- i Constitutional & Representative Review Committee;
- ii Rules & Procedures Committee;
- iii Selection Committee; and
- iv Search Committee;

2 1° The Constitutional & Representative Review Committee is established by the Constitution 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.

2° 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

3° The following are the office holders of the Constitutional & Representative Review Committee :

- i The President shall be the chairperson of the Constitutional & Representative Review Committee but may delegate that responsibility to another member of the Committee.
- ii The Constitutional & Representative Review Committee shall elect a Deputy Chairperson.
- iii The Constitutional & Representative Review Committee shall elect a Secretary.

4° Attendance at meetings of the Constitutional & Representative Review Committee shall be open to all ordinary members of the Union.

5° Attendance at meetings of the Constitutional & Representative Review Committee by non-members shall be by invitation by the chairperson of the Constitutional & Representative Review Committee .

6° All members of the Constitutional & Representative Review Committee shall be voting members.

7° The Constitutional & Representative Review Committee shall normally meet four times per academic year, normally with two meetings per semester.

8° The Constitutional & Representative Review Committee shall report to the Student Senate once per semester.

9° The Constitutional & Representative Review Committee may not establish subsidiary bodies.

10° Quorum of the Constitutional & Representative Review Committee shall consist of 50% plus one of the Constitutional & Representative Review Committee membership.

3 1° The Rules & Procedures Committee is established by this Constitution 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.

2° 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 Two other members of the Student Senate elected by the Student Senate
- vii The Clerk of the Student Senate (non-voting)

3° The following are the office holders of the Rules & Procedures Committee:



- i The Speaker of the Student Senate shall be the chairperson of the Rules & Procedures Committee.
- ii The Secretary to the Student Senate shall be the deputy chairperson of the Rules & Procedures Committee.
- iii The Clerk of the Student Senate shall be the Secretary to the Rules & Procedures Committee.

4° Attendance at meetings of the Rules & Procedures Committee shall be open to all ordinary members of the Union.

5° Attendance at meetings of the Rules & Procedures Committee by non-members, except for the Clerk of the Student Senate, shall be by invitation by the chairperson of the Rules & Procedures Committee.

6° All members of the Rules & Procedures Committee, other than the Clerk of the MSU Student Senate, shall be voting members.

7° The Rules & Procedures Committee shall meet at least twice per academic year, normally with one meeting per semester.

8° The Rules & Procedures Committee shall report to the Student Senate once per semester.

9° The Rules & Procedures Committee may not establish subsidiary bodies.

10° Quorum of the Rules & Procedures Committee shall consist of 50% plus one of the Rules & Procedures Committee membership.

4 1° The Selection Committee is established by this Constitution to participate in the manner set out below in the procedure for an appointment to the post of Speaker of the Student Senate.

2° 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.

3° 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.

4° 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.

5° 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

6° The following are the office holders of the Selection Committee:

- i The Secretary to Student Senate shall be the chairperson of the Selection Committee but may delegate responsibility to another member of the Committee. The Chairperson shall act in an independent capacity.
- ii The Selection Committee shall appoint a Secretary to the Selection Committee.

7° Attendance at meetings of the Selection Committee shall be open to all ordinary members of the Union.

8° Attendance at meetings of the Selection Committee by non-members shall be by invitation by the chairperson of the Selection Committee.

9° All members of the Selection Committee shall be voting members.

10° The Committee shall meet at least once per academic year, and then as often as required to carry out its function

11° The Selection Committee shall report to the Student Senate once per semester.

12° The Selection Committee may not establish subsidiary bodies.

13° Quorum of the Selection Committee shall consist of 50% plus one of the Selection Committee membership.

- 5 1° The Search Committee is established by this Constitution to participate in the manner set out below in the procedure for an appointment to the post of Speaker of the Student Senate.
- 2° The function of the Search Committee shall be to take such steps as will in its opinion best ensure participation in the selection process by high-quality candidates for the post of Speaker of the Student Senate. It shall arrange for the post to be advertised in such form and in such publications as the Search Committee may consider to be appropriate. The Search Committee may retain on behalf of Maynooth Students' Union any one or more providers of such professional services as it considers to be appropriate.
- i The Search Committee shall carry out its function subject to any directions of the Student Senate from time to time provided that, unless and save to the extent that the Student Senate otherwise directs, the acts of the Search Committee shall not be subject to confirmation by the Student Senate.
- 3° Membership of the Search Committee and Selection Committee shall be mutually exclusive. Membership of the committee shall be as follows, namely:
- (a) One past Speaker of the Student Senate
- (b) Two members of the Student Senate elected by the Student Senate
- (c) The past Speaker of the Student Senate shall be the chairperson of the Committee but may delegate responsibility to another member of the Committee.
- 4° The following are the office holders of the Search Committee:
- i The past Speaker of the Student Senate shall be the chairperson of the Search Committee .
- ii The Search Committee shall appoint a Secretary to the Search Committee.
- 5° Attendance at meetings of the Search Committee shall be open to all ordinary members of the Union.
- 6° Attendance at meetings of the Search Committee by non-members shall be by invitation by the chairperson of the Search Committee.
- 7° All members of the Search Committee shall be voting members.
- 8° The Committee shall meet at least once per academic year, and then as often as required to carry out its function.
- 9° The Search Committee shall report to the Student Senate once per semester.

10° The Search Committee may not establish subsidiary bodies.

11° Quorum of the Search Committee shall consist of 50% plus one of the Search Committee membership.

- 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:

- i Business Committee
- ii Equality Committee
- iii Levy Projects Committee

## **PART III – PART TIME OFFICERS OF THE UNION**

### **Schedule 5 – ARTS, CELTIC STUDIES, & PHILOSOPHY FACULTY CONVENOR**

- 1 The Arts, Celtic Studies, & Philosophy Faculty Convenor shall be the primary means of communications between the students and student academic representatives in their faculty and the Executive.
- 2 Recognising the non-sabbatical nature of the Arts, Celtic Studies, & Philosophy Faculty Convenor, the sabbatical officers and the Union generally shall endeavor to provide support to the Faculty Convenors in the discharge of their roles.
- 3 The Arts, Celtic Studies, & Philosophy Faculty Convenor has reserved competence in the following areas:
  - i Convene and Chair the Arts, Celtic Studies, & Philosophy Faculty Assembly.
- 4 The Arts, Celtic Studies, & Philosophy Faculty Convenor has shared competence in the following areas:
  - i Be responsible for raising awareness of issues specific to the Arts, Celtic Studies, & Philosophy Faculty in all appropriate representative bodies including the Student Senate and Executive.
  - ii Be responsible for the distribution of information and for the implementation of campaigns within the Arts, Celtic Studies, & Philosophy Faculty.

- iii They shall be responsible for the recruitment of Student Academic Representatives within the Arts, Celtic Studies, & Philosophy Faculty.
- iv They shall be responsible for organising the election of the Student Academic Representatives for the constituencies within the Arts, Celtic Studies, & Philosophy Faculty.

#### **Schedule 6 – SOCIAL SCIENCES FACULTY CONVENOR**

- 1 The Social Sciences Faculty Convenor shall be the primary means of communications between the students and student academic representatives in their faculty and the Executive.
- 2 Recognising the non-sabbatical nature of the Social Sciences Faculty Convenor, the sabbatical officers and the Union generally shall endeavour to provide support to the Faculty Convenors in the discharge of their roles.
- 3 The Social Sciences Faculty Convenor has reserved competence in the following areas:
  - i Convene and Chair the Social Sciences Faculty Assembly.
- 4 The Social Sciences Faculty Convenor has shared competence in the following areas:
  - i Be responsible for raising awareness of issues specific to the Social Sciences Faculty in all appropriate representative bodies including the Student Senate and Executive.
  - ii Be responsible for the distribution of information and for the implementation of campaigns within the Social Sciences Faculty.
  - iii They shall be responsible for the recruitment of Student Academic Representatives within the Social Sciences Faculty.
  - iv They shall be responsible for organising the election of the Student Academic Representatives for the constituencies within the Social Sciences Faculty.

#### **Schedule 7 – SCIENCE & ENGINEERING FACULTY CONVENOR**

- 1 The Science & Engineering Faculty Convenor shall be the primary means of communication between the students and student academic representatives in their faculty and the Executive.
- 2 Recognising the non-sabbatical nature of the Science & Engineering Faculty Convenor, the sabbatical officers and the Union generally shall endeavour to provide support to the Faculty Convenors in the discharge of their roles.

- 3 The Science & Engineering Faculty Convenor has reserved competence in the following areas:
  - i Convene and Chair the Science & Engineering Faculty Assembly.
- 4 The Science & Engineering Faculty Convenor has shared competence in the following areas:
  - i Be responsible for raising awareness of issues specific to the Science & Engineering Faculty in all appropriate representative bodies including the Student Senate and Executive.
  - ii Be responsible for the distribution of information and for the implementation of campaigns within the Science & Engineering Faculty.
  - iii They shall be responsible for the recruitment of Student Academic Representatives within the Science & Engineering Faculty.
  - iv They shall be responsible for organising the election of the Student Academic Representatives for the constituencies within the Science & Engineering Faculty.

#### **Schedule 8 – TAUGHT POSTGRADUATE OFFICER**

- 1 The Postgraduate Officer shall be responsible for dealing with issues relating to the education, welfare, and student experience of postgraduate members of the Union.
- 2 The Postgraduate Officer has reserved competence in the following areas:
  - i 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.
  - ii They shall assist the Vice President Welfare & Equality and Vice President Academic Affairs with such duties of those officers as relate to postgraduate students.
  - iii They shall, insofar as may be practical, endeavour to make themselves known to postgraduate members of the Union
  - iv They shall liaise with the Executive on matters relating to postgraduate members of the Union.
  - v They shall be responsible for ensuring effective communication between the Union and postgraduate members of the Union.

- vi They shall aim to ensure that postgraduate members of the Union are aware of their responsibilities in relation to University procedures.
- vii They shall, insofar as may be practical and with the support of the Vice President Student Life, run at least two events for postgraduate students each semester
- viii They shall take a leading role in all national campaigns with particular relevance to postgraduate members of the Union

### **Schedule 9 – DOCTORAL POSTGRADUATE OFFICER**

- 1 The Doctoral Postgraduate Officer shall be responsible for dealing with issues relating to the education, welfare and student experience of doctoral postgraduate members of the Union.
- 2 The Doctoral Postgraduate Officer has the following reserved competencies:
  - i 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.
  - ii They shall assist the Vice President Welfare & Equality and Vice President Academic Affairs with such duties of those officers as relate to doctoral postgraduate students.
  - iii They shall, insofar as may be practical, endeavour to make themselves known to doctoral postgraduate members of the Union
  - iv They shall liaise with the Executive on matters relating to doctoral postgraduate members of the Union.
  - v They shall be responsible for ensuring effective communication between the Union and doctoral postgraduate members of the Union.
  - vi They shall aim to ensure that doctoral postgraduate members of the Union are aware of their responsibilities in relation to University procedures.
  - vii They shall, insofar as may be practical and with the support of the Vice President Student Life, run at least one event for doctoral postgraduate students each semester
  - viii They shall take a leading role in all national campaigns with particular relevance to doctoral postgraduate members of the Union

## **Schedule 10 – OIFIGEACH NA GAELIGE**

- 1 The Oifigeach na Gaeilge shall promote the use of the Irish language within the Union and foster the development of a bi-lingual culture within the University.
- 2 The Oifigeach na Gaeilge has reserved competence in the following areas:
  - i 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.
  - ii In conjunction with the Vice President Student Life and relevant student groups organise and coordinate cultural activities including, but not limited to, Seachtain na Gaeilge.
  - iii 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.
  - iv Be responsible for maintaining good relations with societies promoting the Irish language within the University.
  - v Liaise with the University and residents of campus accommodation in Irish language schemes
  - vi Strive to have bi-lingual signage displayed across the campus.

## **Schedule 11 – EQUALITY OFFICER**

- 1 The Equality Officer shall function in a supportive and supplementary role for the campaigns, objectives, and other issues of social significance alongside the VP Welfare and Equality. In particular, the Equality Officer shall be responsible for providing updates on matters focused on:
  - i The experience of students and staff concerning welfare-related casework.
  - ii Equality-pertinent matters and issues of social significance at both a national and local level.
  - iii They shall endeavour to attend all meetings of committees of which they are a member and shall use those committees to accomplish equality-related objectives.
  - iv They shall liaise with the Executive on issues of social significance and matters related to equality at both a national and local level.



- v They shall run at least two events to facilitate and promote greater diversity, equality, and inclusion each semester.
- vi They shall be responsible, alongside the Vice President for Welfare and Equality, for assisting constituents and the student body in determining what actions to take when out-facing issues of discrimination or injustice.

## **Schedule 12 – ENVIRONMENTAL OFFICER**

- 1 The Environmental Officer shall ensure the application of an intersectional sustainability/environmental agenda throughout the activities of the Union
- 2 The Environmental Officer has the following competencies that shall be performed in consultation with the President:
  - i Strive to support fellow officers in applying intersectional environmentalism to their area of activity.
  - ii Oversee and ensure communication between relevant groups on-campus including but not limited to the Maynooth Green Campus Committee.
  - iii The organisation of a sustainability task force in collaboration with other groups across campus.
  - iv Ensure that the Union's focus is on intersectional systemic change over individual accountability through the promotion of campaigns and political action.
  - v Should receive training, particularly in intersectional environmentalism.

## **1. LIST OF APPENDICES**

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## **1. PART I – ANCILLARY MATTERS RELATING TO THE BOARD OF TRUSTEES**

### **Appendix A – Details of the subsidiary bodies of the Board of Trustees**

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- Terms of Reference of the Disciplinary Committee
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- Terms of Reference of the Finance & Governance Committee

## 2. PART II – ANCILLARY MATTERS RELATING TO THE EXECUTIVE

### **Appendix B – Details of the subsidiary bodies of the Executive**

(The Executive has not established any subsidiary bodies)

### **3. PART III – ANCILLARY MATTERS RELATING TO THE ACADEMIC ASSEMBLY**

#### **Appendix C – Details of the subsidiary bodies of the Academic Assembly**

(The Academic Assembly has not established any subsidiary bodies)

#### **Appendix D – Membership of the Faculty Assemblies**

#### **Appendix E – Details of the subsidiary bodies of the Faculty Assemblies**

(The Art, Celtic Studies, and Philosophy Faculty Assembly has not established any subsidiary bodies)

(The Social Sciences Faculty Assembly has not established any subsidiary bodies)

(The Science & Engineering Faculty Assembly has not established any subsidiary bodies)

#### **Appendix F – Responsibilities of Student Academic Representatives**

#### 4. PART IV – ANCILLARY MATTERS RELATING TO THE ELECTORAL COMMISSION

##### **Appendix G – Details of the subsidiary bodies of the Electoral Commission**

The Electoral Commission has not established any subsidiary bodies

## 5. PART V – DEFINITIONS

### Appendix H – Definitions