South East Technological University

Students’ Union Constitution

(Date to be enacted: 01/07/23)

# Preamble:

Herein are the articles of the Constitution of the South East Technological University Students’ Union, herein referred to as SETUSU. This Constitution derives its authority from the student body of the South East Technological University. SETUSU is democratically elected by students, who subsequently work on behalf of students. It is the mission of SETUSU to represent its members and promote, defend and vindicate the rights of its members at all levels of society. This Constitution subjugates any previous Constitution of this organisation.

# Article One: Definitions

* 1. The South East Technological University Students’ Union shall hereafter be called “SETUSU”.
	2. The South East Technological University shall hereafter be called “the University”.
	3. A “Full Time Student” shall be an individual registered on a course for which full time

enrollment is required at the University.

* 1. A “Part Time Student” is an individual who is registered to study on a recognised part

time course at the University. This can include “Lifelong Learning” students.

* 1. A “Repeat Learner” is a student who has incomplete modules from previous years.
	2. An “Erasmus Student” is a student from a European Union member state undertaking their

studies in the University as part of an Erasmus Programme.

* 1. An “International Student” is a student undertaking their course in the University who is not

normally resident in Ireland.

* 1. A “Sabbatical Officer” is a full-time paid Officer who is elected to that post in accordance

with the articles contained within this Constitution.

* 1. A “Part Time Officer” is an elected position on the Executive Team of the Students’ Union where the student is studying a course in the University, whilst working part time for the Students’ Union. “Campus Officers” are Part Time Officers within SETUSU.
	2. A “Class Representative” is an elected representative of a student’s class. The Class Representative is the main contact between a given class and their Academic Representative. The Class Representative should ensure that they are speaking on behalf of their class at all times and are not using their position for personal gain. Each Class Representative should attend the Class Representative Council.
	3. A “Site” is any location or campus where students of the University are in attendance on a

recognised course of the University.

* 1. The “Academic Departments” of a School/Faculty shall be those recognised by the Governing

Body of the University.

* 1. “Academic Schools/Faculties” are comprised of particular Departments, all of whom belong to

an overarching discipline.

* 1. A “Satellite Campus” is any campus of the University in which the students of such campuses are not predominantly based on Carlow, Waterford or Wexford campuses. The Satellite Campuses of the University include The Granary, College Street, Kildalton and Wicklow.
	2. The ‘Academic Calendar’ is the period of study and examinations as set out by the University.
	3. The “Office of the President” refers to any non-campus specific staff working alongside the

President of the Students’ Union.

# Article Two: Declarations of Union Organisation

* 1. SETUSU shall be based on the democratic principle that every member shall have the fullest opportunity, consistent with the rights of others, to participate in controlling the affairs of the Students’ Union.
	2. SETUSU is an independent, autonomous entity to the Technological University for South East Ireland.
	3. All registered students of the Technological University are automatically members of SETUSU

unless otherwise requested, in writing, to the President of the Students’ Union.

* 1. SETUSU membership of the Union of Students in Ireland is subject to review every three years, by the Executive Team and Class Representative Council.
	2. Membership of SETUSU is limited to registered students of the University and Sabbatical Officers only.
	3. All policies of SETUSU are subject to approval by the Class Representative Council.
	4. SETUSU strives to provide equal opportunities for all members and to promote Equality, Diversity and Inclusivity (EDI) within the University.

# Article Three: Aims and Objectives

* 1. To represent the members of SETUSU in matters pertaining to their rights and interests as students of the University and as members of society.
	2. To seek, develop and expand the University’s facilities or services required by its members which improve the student experience and where appropriate, the Students’ Union shall seek to provide that facility or service independently.
	3. To actively work in partnership with the University and to pursue good relations with the University, external bodies and the public at large.
	4. To strive to improve the Irish Education system.
	5. To act as a channel between its members and maintain relations with all relevant external organisations.
	6. To provide such social and recreational amenities as may be possible to improve the student experience from available resources.
	7. To seek, develop and expand initiatives aiming to increase employability skills for its members.

# Article Four: Autonomy, Accountability and Financial Transparency

* 1. The Union is autonomous in its decision making and derives its authority and strength from this Constitution and the Student Body of the University.
	2. It shall be the duty of the Students’ Union Executive Team to protect the aforementioned

autonomy of the Union.

* 1. The Students’ Union shall promote, to the utmost, the conscious engagement of its members in

the management and the direction of its affairs.

* 1. The Students’ Union shall not enter into any affiliation with organisations whose membership

may affect the decision-making autonomy of the Union.

* 1. In dealings with the Union’s members, whether it be with University authorities or

with external bodies, the Executive Team and democratic bodies of the Union shall be accountable to its members.

* 1. Structures for the accountability of the Union to the students will be developed and provided for in this Constitution, the Executive Team and democratic bodies of the Union shall be bound to adhere to the regulations provided.
	2. The financial income of the Union shall include but shall not be limited to, a schedule of payments from the University of the amount that has been agreed upon by the University and the Students’ Union.
	3. The Students’ Union shall aim to provide Governance Reports including, but not limited to,

Financial Accounts on all appropriate Union media.

* 1. This Constitution shall be subject to a full constitutional review by the Executive Team every three years.

# Article Five: Membership

* 1. All of the following shall be full members of SETUSU:
		1. All registered Students of the University.
		2. Elected Sabbatical Officers.
	2. Full members shall be entitled to:
		1. Speak and vote at elections and referendums.
		2. Seek election at any level.
		3. Avail of the services and resources of the Students’ Union.
	3. SETUSU will not charge a membership fee.
	4. Any student may choose to disassociate from the Students’ Union by notifying the President of

the Students’ Union by University email. Upon receipt of such notification, SETUSU shall take steps

to remove the student’s name and contact details from the electoral register and from the Students’

Union communications database(s).

# Article Six: Students’ Union Structures

* 1. The Students’ Union’s affairs shall be conducted on four levels:
		1. The Student Body
			1. Referenda
			2. Elections
		2. Class Representative Council.
			1. Executive Class Representative Council
		3. Board of Governance.
		4. Executive Team.

# Article Seven: Working Groups

* 1. There shall be Working Groups of the Students’ Union. Such working groups shall be included as

schedule(s) to this Constitution.

* 1. All Working Groups established must have at least three student members and be proposed by the Executive Team to the Class Representative Council for approval.

# Article Eight: Referenda

* 1. This Constitution including preamble, definitions, freedom of information and articles can only be altered by a referendum.
	2. A Referendum can only be called:
		1. By a two-thirds majority of a Quorate Class Representative Council.

8.2.2. By a petition of 500 SETUSU members stating the purpose of the referendum and providing a draft question to be put to members in the referendum (which may be altered following receipt of the petition to comply with any legal advice sought by the Students’ Union). The Petition must then be submitted to the

Electoral Committee.

* 1. A referendum shall be decided by a simple majority.
	2. A quorum of 10% of the valid electorate will be necessary for the result of a referendum to be valid.
	3. Referenda shall be binding on all SETUSU bodies and should this be approved, no same issue can be brought to referendum for the period of one calendar year.
	4. A referendum shall be called within 15 working days of receiving a petition. A referendum shall be held not less than two academic term weeks and not more than four academic weeks after it has been called.
	5. All motions for referenda shall be posted at prominent locations throughout all University sites and all appropriate Union media at least five academic days before the referendum takes place.
	6. No motion shall go to a referendum without consultation from the Students’ Union Legal

Advisors.

# Article Nine: Class Representative Council

* 1. There shall be a representative body, which shall determine the policy of the Students’ Union and mandate the Executive Team, subject to this Constitution and to the decisions of the referenda. They shall meet not less than four times and not more than six times during the academic year, excluding emergency council.
		1. There shall be three Class Representative Councils; Carlow, Waterford and Wexford.
		2. Class Representative Council shall consist of the Executive Team and the elected representatives of each registered class in the University.
		3. There shall be one representative per thirty students elected in each class.
		4. The quorum shall be the presence of 20% of the elected members of Class Representative Council on each given campus in which a Council is scheduled to be held.
	2. A notification of a Class Representative Council meeting including all relevant documentation, shall be circulated at least five working days in advance of the Council date.
		1. All motions must be submitted ten academic days in advance of the Class Representative Council for consideration on the agenda for the scheduled council date. Any motions submitted less than ten academic days in advance of Council shall revert to the next scheduled Class Representative Council date.
	3. There shall be two forms of motions that may be brought to the Class Representative Council.
		1. Any campus specific Motion may be brought to the relevant Campus Council and must be voted in favour of by ordinary resolution procedures, meaning it is necessary to obtain 50% plus one in order to pass.
		2. Any motion relevant to the University as a whole, must be brought to all Class Representative Council meetings and must be passed by an accumulated amount of 66.6% of Council attendees to amount to the adoption of this motion.
	4. The Chairperson of the Class Representative Council shall be an external person who is ratified by the Class Representative Council every three years at the first meeting of the calendar year.
	5. A person from the Students’ Union, nominated by the President, will act as Secretary to the Class

Representative Council.

* 1. In the absence of the Chairperson, the President shall be appointed as interim Chair of the Class Representative Council.
	2. A Governance update shall be presented at the final Class Representative Council of each academic year or as deemed appropriate by the President and/or, as requested by the Class Representative Council.
	3. An Emergency Class Representative Council meeting on any given campus may be called by:
1. The President.
2. The Executive Team.
3. 20% of the elected members of the Class Representative Council, with a written petition to the President, stating the purpose of the meeting.

# Article Ten: Executive Class Representative Council

* 1. There shall be an Executive Class Representative Council consisting of:
		1. The President, who will act as Chair.
		2. A Representative under the Office of the President, who will act as secretary.
		3. The Vice President’s for Education on the Waterford and Carlow Campuses.
		4. The Vice President for the Wexford Campus.
		5. A First Year Class Representative elected from the Waterford, Carlow and Wexford Campuses.
		6. Three elected Class Representatives from each of the three aforementioned campuses.
	2. The purpose of the Executive Class Representative Council shall be to define which agenda items are campus based and University based.
	3. The Executive Class Representative Council shall also be responsible for:
		1. Setting the agenda for each Class Representative Council
		2. Students’ Union budget oversight
		3. Developing risk management policies and procedures where appropriate
		4. Approval of all membership to the Board of Governance
		5. Discussing any other topics deemed appropriate by the chair for approval or discussion at the Class Representative Council.
	4. The membership of the Executive Class Representative Council shall be elected at the First Class Representative Council meeting of the Academic Year.
	5. The Executive Class Representative Council shall meet no later than two academic days prior to the deadline for circulation of documentation for the Class Representative Council.

# Article Eleven: The Board of Governance

* 1. The Board of Governance is responsible for the implementation of good governance practice by:
		1. Developing governance policies and procedures for approval by the Class Representative Council.
		2. Implementation and oversight of approved governance policies and procedures.
	2. The Board of Governance is also responsible for managing finances by:
		1. Drafting the annual budget in consultation with the President, who presents the budget to the Executive Class Representative Council for approval.
		2. Monitoring income and expenditure against the budget on a quarterly basis and reporting any significant deviations to the Executive Class Representative Council.
		3. Developing and implementing appropriate financial management procedures to be ratified by the Executive Class Representative Council.
		4. Ensuring annual accounts are independently examined and presented to the Executive Class Representative Council.
		5. Approve auditors on an annual basis.
		6. Ensuring the Students’ Union develops a prudent reserve and sinking fund.
	3. The Board of Governance is responsible for managing Human Resources by:
		1. Approving recommendations for employment from the President following the recruitment and interview process.
		2. Developing employment policies and procedures with the capacity of recommending any necessary amendments for approval by the Office of the President.
		3. Ensuring that staff recruitment, management, disciplinary action, grievances, staff development and termination processes are consistent with employment policies and procedures.
	4. The Board of Governance is responsible for ensuring compliance with legal and regulatory requirements by:
		1. Reviewing the current legal form of SETUSU and making any recommendations to the Executive Team as necessary, in conjunction with assistance from the Student Unions’ Solicitor.
		2. Developing and reviewing the compliance checklist, ensuring all necessary actions are taken and reported to the President.
		3. Making recommendations to the Executive Team regarding legal strategy in relation to any litigation that may arise while maintaining boundaries in relation to the sharing of sensitive information, in conjunction with assistance from the Students’ Union Solicitor.
	5. The Board of Governance is responsible for managing risk by:
		1. Developing a risk management policy to be approved by the Executive Class Representative Council.
		2. Developing a risk register and overseeing a mitigation programme.
		3. Reviewing the insurance policy on an annual basis and making any necessary recommendations to the Office of the President.
	6. The Board of Governance is responsible for working effectively by:
		1. Organising the work of the board to meet the obligations above.
		2. Making an annual Governance Report on the work of the board to the final Class Representative Council.
		3. Subsequent Governance Reports may be requested by the President.
	7. The Board of Governance shall be comprised of at least thirteen members, to include the following:
		1. The President
		2. An independent Chairperson, who shall be nominated by the Executive Class Representative Council.
		3. The three Deputy Presidents representing the Carlow, Waterford and Wexford campuses.
		4. Three Class Representatives from the Executive Class Representative Council, representing the aforementioned campuses.
		5. Three external members who may not have been a staff member, service provider or member of the Union for three years prior to their appointment. These members shall consist of at least one female and one male, where possible.
		6. The Secretary who shall be the Chairperson of the Electoral Committee.
		7. The Treasurer who shall be the Financial Accountant of the Students’ Union.
	8. With the exception of the Student Representatives, each member of the Board of Governance, shall serve a term of three years. Where this is not possible, a replacement shall be made immediately by the Executive Class Representative Council.
	9. The Board of Governance shall be the chief interpreting body of this Constitution. Any further clarification on this Constitution shall be submitted in writing to the Secretary of the Board of Governance where the board shall have final say.
	10. The Board shall meet not less than four times and not more than six times during the calendar year, with the exclusion of emergency meetings.

# Article Twelve: The Executive

* 1. There shall be an Executive of the Students’ Union. The President shall propose a schedule of

meetings to the first Executive Team meeting for ratification. The Executive shall be responsible for:

* + 1. The initiation and development of policy.
		2. Carrying out the decisions of the Class Representative Council and referenda.
		3. Undertaking the functions that may be required of them by the President.
	1. The composition of the SETUSU Executive shall be:
1. The President, who shall have the casting vote in the event of a tie.
2. The Carlow Campus Vice President for Education.
3. The Carlow Campus Vice President for Welfare and Equality.
4. The Carlow Campus Vice President for Events and Engagement.
5. The Waterford Campus Vice President for Education.
6. The Waterford Campus Vice President for Welfare and Equality.
7. The Waterford Campus Vice President for Events and Engagement.
8. The Wexford Campus Vice President.
9. Campus Officers (Part Time).
	1. The President shall:
		1. Be responsible for the general running of the Students’ Union, Executive Team, Staff

and their activities. This includes visiting and supporting all campuses of the University.

* + 1. Act as chief spokesperson on behalf of the Students’ Union and its members and to work in association with the University Management, in order to achieve the standards of learning that the University has pledged to uphold.
		2. Act as Financial Controller of the Students’ Union and report accounts to the Board of

 Governance to feed into the Governance Report.

* + 1. Developing the Students’ Union Budget in conjunction with and for approval by the

Board of Governance.

* + 1. Allocate work and act as direct line-manager to all elected members and staff in line with

 this Constitution and any relevant Students’ Union policies and procedures.

* + 1. Ensuring that staff recruitment, management, disciplinary action, grievances, staff

development and termination processes undertaken by the Office of the President are consistent

 with employment policies and procedures.

* + 1. Reviewing the performance of all SETUSU staff.
		2. Acting as the primary point of contact between the Students’ Union Solicitor and the

Executive Team and Board of Governance.

* + 1. Maintaining a risk register and overseeing a mitigation programme in conjunction with

the Board of Governance.

* + 1. Ensure correct implementation and publication of this Constitution to ensure that all members may be aware of its provisions.
		2. Act as a representative on behalf of the Students’ Union on both internal and external bodies. The President may nominate members of the Students’ Union to sit on such bodies when deemed appropriate.
		3. Act as Chairperson for all Executive Team Meetings, the Executive Class Representative Council and any other committees that may arise.
		4. Ensure effective management of a multi-campus organisation to ensure all students are equally and fairly represented.
		5. Be an automatic member of the Board of Governance and will provide a written report

 of the Students’ Union activities to each meeting.

* + 1. Be responsible for such further or other work as may be mandated by the Class Representative Council.
	1. The Vice Presidents for Welfare and Equality shall:
		1. Be responsible for Welfare and Equality related casework and policy including but not limited to Accommodation, Financial Support, Mental Health, Sexual Health and Wellbeing.
		2. Be responsible for organising campaigns which are intended to educate, inform and

support students of the Students’ Union on Welfare and Equality issues.

* + 1. Be responsible for the preparation of budgets for each relevant campaign or event, which must be pre-approved by the President.
		2. Work with the University in promoting Equality, Diversity and Inclusivity.
		3. Actively work in collaboration with all other Executive Team Members for efficient representation.
		4. Be responsible for such further or other work, as may be mandated by the Class Representative Council or as may be allocated by the President.
	1. The Vice-Presidents for Events and Engagements shall:
		1. Be responsible for running campaigns such as Freshers’ Week and Raise & Give Week in collaboration with the corresponding Vice President for Events and Engagement and support the running of other campaigns organised by members of the Executive Team.
		2. Be responsible for the planning and execution of daytime and evening events of the

Students’ Union in conjunction with the Executive Team.

* + 1. Work closely with any relevant Students’ Union staff to build upon existing or form

new partnership agreements.

* + 1. Be responsible for the preparation of budgets for each relevant campaign or event, which must be pre-approved by the President.
		2. Be responsible for the effective promotion of Students’ Union events & campaigns

alongside relevant working groups, officers and staff.

* + 1. Produce relevant student publications where necessary with the Executive Team.
		2. Generate income for the Students’ Union through a variety of means including but

not limited to, sourcing relevant merchandise and sponsorship.

* + 1. Actively work in collaboration with all other Executive Team members for efficient representation.
		2. Be responsible for such further or other work, as may be mandated by the Class Representative Council or as may be allocated by the President.
	1. The Vice Presidents for Education shall:
		1. Provide academic representation and engage in education casework. This could include but is not limited to, Career Guidance, Exam Support, Student Fees & Grants, Postgraduate Affairs and Retention.
		2. Actively engage regularly with Lifelong Learning Students and offer support and information where necessary.
		3. Help in the creation of new policies subject to the direction of Class Representative Council, Referenda or Executive.
		4. Be responsible for organising campaigns which are intended to educate, inform and

support students of the Students’ Union on Academic issues.

* + 1. Organise Class Representative System and campus-specific Class Representative Council in conjunction with all relevant officers and staff.
		2. Be responsible for the preparation of budgets for each relevant campaign or event, which must be pre-approved by the President.
		3. Actively work in collaboration with all other Executive Team members for efficient representation.
		4. Be responsible for such further or other work as may be mandated by the Class Representative Council or as may be allocated by the President.
	1. The Vice President for the Wexford Campus shall:
		1. Support and represent students in areas pertaining to Welfare & Equality, Events & Engagement and Education & Lifelong Learning on the Wexford and Wicklow Campuses.
		2. Actively create and organise events and campaigns relevant to the Wexford and Wicklow Campuses.
		3. Sit on any relevant committees as the main Student Representative of both the Wexford and Wicklow Campuses.
		4. Work closely with any relevant Students’ Union staff to continue or form new

partnership agreements.

* + 1. Organise the Class Representative System and campus-specific Class Representative Council in conjunction with all relevant officers and staff.
		2. Be responsible for the preparation of budgets for each relevant campaign or event, which must be pre-approved by the President.
		3. Actively work in collaboration with all other Executive Team members for efficient representation.
		4. Be responsible for such further or other work as may be mandated by the Class Representative Council or as may be allocated by the President.
	1. The President will appoint a Deputy President at the commencement of the academic year for each of the following campuses: Carlow, Waterford and
		1. The Deputy President shall be the Head of the Students’ Union for their respective

campus, in the absence of the President.

* + 1. Each Deputy President shall consume the day-to-day running of their Campus’ Students’ Union. This may include Executive Team management, staff management and other relevant pieces of work that would normally fall under the President’s remit.
		2. Each Deputy President shall report to the President on a weekly basis on the activities on their campus. This should include an update on team engagement and campus team meetings.
	1. In the event of the removal from office, resignation, death or incapability of an Executive Officer, a by-election shall be held if there is sufficient time as decided by the Executive Team. Otherwise, the Executive Team shall assume the responsibility of that Officer.
	2. No individual may hold more than one post at any given time, unless assuming the duties of an absent Officer.
	3. Each Sabbatical Officer shall develop a comprehensive crossover for their incoming successor. This should include an outline of all the main points of the role and all casework topics and campaigns that have arisen during their term.
	4. There shall be a Campus Officer for every two thousand five hundred registered students per campus of the University.
		1. All Campus Officers shall be a member of the Students’ Union Executive Team.
		2. The candidates for the election of a Campus Officer must be a current student from the respective campus.
		3. Campus Officers for the upcoming academic year shall be elected by students of the relevant campus as part of the Students’ Union elections, outlined by the Electoral Committee.
	5. The Campus Officers shall be responsible for:
		1. The carrying out of relevant duties, on their respective campus, assigned at the first

Students’ Union executive committee meeting which shall include, but is not limited to:

* + - 1. Academic Representation
			2. Clubs and Societies
			3. Events/Campaign Assistance
			4. International Student Representation
			5. Lifelong Learning Student Representation
			6. Mature Student Representation
			7. Media Support
			8. Postgraduate Student Representation
			9. Student Wellbeing Sustainability.
		1. Act as the Part Time Student Representative of their respective campuses as part of

the Students’ Union Executive and any other committees that may be formed.

* + 1. Assist in electing Class Representatives, Equality Ambassadors and all other roles within their campuses, alongside the Executive Team.
		2. Aid to promote, engage and communicate all Students’ Union events, campaigns

and bodies on their respective campuses.

* + 1. Such further or other work as may be mandated by the Class Representative Council or as may be allocated by the President.
	1. The term of office for the Executive Team shall be July 1st until June 30th of the following year.
		1. Sabbatical Officers are not permitted to undertake full time study or full time employment during their term of office. Pending approval of the Executive Team, a Sabbatical Officer may undertake part time study or part time employment during their term of office under the following conditions:
			1. That their hours of attendance at their place of work or place of study do not fall between 9am and 5pm on Weekdays.
			2. That the nature of their place of employment does not create a conflict of interest with their Students’ Union duties.
			3. That such part time work or study does not cause them to neglect their work and

duties as a Students’ Union Officer.

* + - 1. The President shall determine if part time work or part time study is clashing with an Officers full time role. However, should the President wish to take up part time employment or part time study, it shall be up to the Executive Team to decide if it clashes with their duties as President.

# Article Thirteen: Elections

* 1. All elections shall be conducted by secret ballot following the system of Proportional Representation by means of a single transferable vote. All full members of SETUSU shall be entitled to vote and contest for all the Executive Team positions.
	2. Nominations require student support in the form of signatures:
		1. Fifty signatures for a Sabbatical Officer position.
		2. Twenty signatures for a Part Time Officer position.
	3. A by-election shall be held according to the following procedure:
		1. Upon the occurrence of a vacancy, the Executive Team shall give notice to the Returning Officer within seven academic days.
		2. Within three further academic days, the Electoral Committee shall give notice of the by-election and subsequently advertise the vacancy on all appropriate Union media.
	4. Elections Regulations shall be documented as a schedule to this Constitution.

# Article Fourteen: The Electoral Committee

* 1. The Electoral Committee will consist of:
		1. Two Students’ Union Sabbatical Officers
		2. The Returning Officer.
		3. Two University staff members elected by the Executive Team.
	2. In the event of one or more of the Sabbatical Officers seeking re-election, in each instance, their place shall be taken by an Executive Officer who is not seeking election. In the event of no Executive Officers being available, Executive Class Representative Council members may be co-opted.
	3. Once an Executive Officer has agreed to be a member of the Electoral Committee, they are prohibited from becoming a candidate in any position available in the next Election.
	4. The Returning Officer shall be the Chair of the Electoral Committee. The Electoral Committee shall be present during the election count and shall ratify the results once all counts are finished, providing there have been no objections raised.
	5. The Electoral Committee shall be responsible for the returning of all referenda conducted by the Executive Team.
	6. The decision of the Electoral Committee shall be final in all matters relating to elections and referendums, save an appeal to the Board of Appeals.

# Article Fifteen: Returning Officer

* 1. There shall be a Returning Officer proposed by the Executive Team and ratified by the Class Representative Council at the first meeting of the academic year.
	2. The appointment of the Returning Officer shall be on a three-year term following immediate ratification by the Class Representative Council.
	3. In the event that the Returning Officer resigns or is incapable of fulfilling their role, then a new appointment shall be recommended by the Executive Team at the earliest possible opportunity to the Class Representative Council.
	4. The Returning Officer shall be responsible for the running of all elections for Executive Officers as Chair of the Electoral Committee.
	5. The Returning Officer may not hold any type of SETUSU membership, nor shall be employed by SETUSU.
	6. The Returning Officer may only be removed by the Board of Appeals.
	7. The Returning Officer shall be responsible for the drafting and enforcement of regulations for all Students’ Union elections and referenda, subject to the terms of this Constitution, which will be binding on all parties concerned. Such regulations shall be provided to candidates in elections and across appropriate Union media.
	8. The Returning Officer may decide to hold a recount of their own volition or on written request of a Candidate or Representative of either side in an election or referendum campaign.
	9. The Returning Officer shall also be an automatic member of the SETUSU Board of Governance and shall act as Secretary.

# Article Sixteen: Independent Board of Appeals

* 1. There shall be an Independent Board of Appeals of SETUSU. Following receipt of an appeal to the Board of Governance, the Chairperson of the Board of Governance shall form a Board of Appeals.
	2. The function of the Board of Appeals shall be to consider and adjudicate upon:
		1. Disciplinary matters regarding all Executive Team members
		2. Appeals regarding Students’ Union procedures and Electoral Committee or

Returning Officer decisions.

* + 1. Such other appeals which may arise.
	1. The membership shall comprise of:
		1. The Students’ Union Solicitor retained by the Executive Team.
		2. Two former Sabbatical Officers, one of whom is a former President where possible.
		3. Two external members who have not been, or are not currently, a member of a

Students’ Union.

* 1. The Board of Appeals shall determine their own procedures based on the laws of natural justice and in accordance with any articles and schedules in this Constitution.
	2. All decisions of the Board of Appeals shall be final and a report should be provided to all affected parties, no later than five working days from the official decision.
	3. The Students’ Union shall be liable for all costs incurred by the Board of Appeals and shall indemnify its members against all liabilities incurred by them through their membership of the Board of Appeals.
	4. A fee of €60 shall accompany all appeals. In the event of an appeal being successful, the fee

shall be returned.

# Article Seventeen: Disciplinary Procedures

* 1. All officers shall be bound by the drafted terms and conditions of officership by the Executive Team. Such terms and conditions shall be ratified by the Class Representative Council.
	2. Officers may only be removed from office pending an impeachment referendum, where quorum and a 50% plus one vote in favour has been achieved.
	3. Short of impeachment, the Independent Board of Appeals shall have the power to impose such other disciplinary sanctions as may appear apposite in the context of a complaint which has been upheld. This may include, but is not limited to, deduction of pay and/or reduction of holiday entitlement.

# Article Eighteen: Freedom of Information

* 1. Any member shall be entitled to request a copy of this Constitution from any member of the Executive Team. This shall also be available on appropriate Union media.
	2. All minute books of:
		1. Executive Team meetings
		2. Executive Class Representative Council meetings
		3. Class Representative Council meetings
		4. Board of Governance meetings
		5. Electoral Committee meetings
		6. Any other relevant meetings
	3. All minute books shall be open to inspection following a written request to the President, by

any full member of the Students’ Union, subject to two working days’ notice.

* 1. The minute books of the previous year’s administration must be handed over in full to the

incoming Executive Team.

# Article Nineteen: Indemnity

* 1. All officers shall be indemnified and held harmless by the Union for any losses incurred or claims made against them in the carrying out of their duties, so long as the exercise of such duties is in the ordinary course of their officership or has been approved in advance by the Executive Team.

# Article Twenty: Schedules

* 1. There can be schedules added to this Constitution as agreed and voted on by the Class Representative Council, which may only be placed into an Article pending a constitutional referendum on such schedule.

# Schedule A - Elections

* 1. The term of office for the Executive team shall be from July 1st to June 30th.
	2. The election of the Executive Team shall take place on the same day, no earlier than March 1st and no later than April 30th, in line with this Constitution.
	3. In an election where there is more than one position available, a candidate may be nominated for one position only.
	4. Only full members of the Union may be nominated as candidates for any elective post on the Executive Team.
	5. An individual’s nomination form must clearly specify the post for which they are being nominated, their name and their student number. The form must be signed by the candidate and have no less than fifty nominators for a full time position and twenty for a part time position. All nominators must also be full members of the Union.
	6. Nomination forms must be returned to the Electoral Committee no later than the time and date specified within the Election Pack; or by the Electoral Committee in the event that nominations must be re-opened. This day shall be advertised on all appropriate Union media and at least five academic days before the day of the election; with the exception of re-opening nominations, which may have a shorter window of time defined by the Electoral Committee.
	7. Nominations for the Executive Team positions must remain open for a minimum of five academic days; with the exception of re-opening nominations, which may have a shorter window of time defined by the Electoral Committee.
	8. The Electoral Committee, where possible, will meet on the day nominations close to consider all nomination forms and will ratify these unless there is evidence provided to the Electoral Committee, leading the Committee to disqualify the nominated individual. Individuals’ nomination forms may not be ratified if there is evidence that the individual has been involved in a serious breach of University regulations, has a serious criminal conviction or other circumstances viewed to be serious enough to prevent the individual from running in the election.
	9. Withdrawal of nominations must be sent in writing via email to the Returning Officer, no later than 17:00, three academic days before the election.
	10. The Electoral Committee shall make a list of all validly nominated candidates available within one academic day after the ratification of nominations. This list will be updated as needed, with the last update being made within one academic day after the withdrawal of nominations. This list shall be made available to all students via appropriate Union media.
	11. All Candidates will be made aware of the date they can begin campaigning, including online campaigning, by the Electoral Committee at the first meeting between Candidates and the Electoral Committee. All official University social media pages, including Clubs & Society pages, must not share, post or be linked in any way to a Candidate's campaign.
	12. Candidates must adhere to all University Policies during their campaign.
	13. Each Candidate is responsible for the conduct and behaviour of their campaign team.
	14. All Candidates for Full Time Sabbatical positions may spend up to €250 on their campaign, which must include all materials related to their campaign. Candidates for Part Time Officer positions may spend up to €75, which must include all materials related to their campaign. The amount a candidate spends on elections is at their discretion, the above amounts are limits and should not be seen as targets.
	15. All Candidates are required to keep an expense report with all related receipts. They must submit the report to the Returning Officer by 16:00 on the day after the election.
	16. The Electoral Committee will ensure to have manifesto booklets available, either digitally or physically, for students to access in advance of the Election at the discretion of the Electoral Committee.
	17. The Electoral Committee will organize the erection of poster boards across the relevant University campuses where possible. In order to ensure fair representation, the Electoral Committee will designate and identify a specific space for each candidate running to erect a poster (or posters, depending on the availability of the space).
	18. Presidential Candidates are entitled to have thirty A4 posters or twenty-five A3 posters photocopied or printed by the Students’ Union Administration free of charge. All other Candidates are entitled to have fifteen A4 posters or ten A3 posters photocopied or printed by the Students’ Union Administration Office free of charge.
	19. Candidates are prohibited from canvassing for votes in the Students’ Union.
	20. Corporate donation or sponsorship towards campaigning for elections are strictly prohibited.
	21. Campaign materials can be distributed only one week in advance of polling day.
	22. Candidates are invited to part take in Hustings, as per the above.
	23. Where there is more than one candidate for the position of President, there shall be a separate debate for the Presidential candidates on each campus. The Electoral Committee will decide on a relevant topic, which will be announced in advance of the debate. Questions may be submitted on the day to the chairperson of the debate, which will be an appropriate person nominated by the Electoral Committee.
	24. The Electoral Committee shall publish the method for voting along with any relevant locations and arrangements of polling stations on all relevant Union media.
	25. The Electoral Committee is responsible for the overall advertising of the Students’ Union Elections. This includes advertising for nominations opening, the candidates’ manifestos and voting information. The Students’ Union will be required to nominate a relevant and neutral Officer or member of staff with access to the Union website and social media platforms in order to disseminate this information.
	26. Where possible, candidates will be provided with a space on the campus with which their electorate lies on polling day. Candidates will be responsible for the manning and advertisement associated with this space. Candidates who have any special requirements, e.g. need access to plugs, should notify the Electoral Committee through emailing the official email address provided in the Election Pack. The deadline for receipt of these special requirements will be set by the Electoral Committee and communicated to candidates at the first meeting between the Electoral Committee and the Candidates.
	27. The elections shall take place within fifteen academic days following the close of nominations.
	28. All full members of the Union may vote via the election system. A ballot shall be issued to a voter only after they present their student credentials.
	29. All members of the Executive Team shall be entitled to vote, whether they are a student or not. Executive Team members may only have one vote.
	30. Each ballot shall bear the name of the position contested, and in alphabetical order of surnames, the names of all validly nominated candidates and an image of the candidate.
	31. In all elections where there are any nominations, ballot papers shall include as an option the statement ‘Re-open nominations,' which shall be treated as a candidate and shall be the last name on the ballot paper. If the ‘Re-open nominations’ candidate is elected, the Returning Officer shall declare the vacancy unfilled, and a by-election shall be held in accordance with Article 13 of this Constitution.
	32. Any breaches to these elections’ regulations/procedures will be investigated in line with this

Constitution.

# Schedule B – Equality Working Group

B.1 The role of the Equality Working Group shall be to:

B.1.1 Ensure equal opportunities, fair treatment and representation throughout the student body of SETU.

B.1.2 Work to ensure that the Union abides by its equality policies and any equality related mandates.

B.1.3 Ensure that there is adequate representation of minority groups by discussing and acting on proposals and issues brought forward by Ambassadors. If necessary, they shall do so by working alongside relevant internal and external organisations.

B.1.4 Ensure a crossover takes place with the incoming Equality Working Group where the minutes of the meetings are passed on.

B.2 The Equality Working Group shall meet at least twice per semester.

B.3 The Equality Working Group shall be chaired by:

B.3.1 Carlow Campus Vice President for Welfare & Equality

B.3.2 Waterford Campus Vice President for Welfare & Equality

B.3.3 Vice President for Wexford & Wicklow

B.4 The Equality Working Group shall consist of the following:

B.4.1 Racial & Ethnic Minorities (REM) Ambassador

B.4.2 LGBT+ Ambassador

B.4.3 Gender Equality Ambassador

B.4.4 Multicultural, International & Erasmus Student Ambassador

B.4.5 Disability & Access Ambassador

B.4.6 Mature Student, Student-Carer, & Student-Parent Ambassador

B.5 Each of the aforementioned Ambassadors may have a subgroup comprised of Student Representatives to assist them in their role if they wish. The Students’ Union will facilitate the formation and meeting of a subgroup in this case. These subgroups may give feedback to the relevant Ambassador on topical issues. The relevant Ambassador may subsequently bring this feedback to the Equality Working Group.

B.6 The role of the Equality Working Group Co-Chairs shall be:

B.6.1 To organise and chair all Equality Working Group meetings with the eight Equality Ambassadors.

B.6.2 To provide a space for each of the Equality Ambassadors to bring forward any issues or ideas that may arise from their work.

B.6.3 To facilitate and assist the Equality Ambassadors in fulfilling ideas, running campaigns and addressing any issues that may arise.

B.6.4 To ensure sufficient resources are available to the Ambassadors (and subgroups, if relevant) if necessary, in order to achieve their goals.

B.6.5 To be the main link between the Equality Working Group and the Executive Team.

B.6.6 To liaise with the University throughout the academic year regarding any internal committees or organisations which would benefit from the membership of an Equality Ambassador.

B.6.7 To assist the Ambassadors in fostering links with any relevant external organisations which may fall under the Equality Working Group’s remit.

B.6.8 To complete any other duties as deemed necessary, by the President and/or the Equality Working Group.

B.7 The role of the Equality Ambassadors shall be to:

B.7.1 Represent and address the needs of all students within their remit.

B.7.2 Assist the Executive Team in the organisation of campaigns and events relevant to the role.

B.7.3 Liaise and ensure good communication with all other Ambassadors of the Equality Working Group and relevant Clubs, Societies, Executive Committees and University Bodies in order to achieve cohesive and cooperative equality, diversity and inclusivity throughout the academic year.

B.7.4 Ensure the Students’ Union abides by its Equality policy and any equality related mandates.

B.7.5 Represent the Students’ Union Equality Working Group on relevant University organisations and committees, as assigned by the co-chairs.

B.8 Elections for the Ambassador roles shall be held on a yearly basis. These elections will take place during Class Representative Council, and be run in discussion with the Electoral Committee of the Students’ Union in accordance with the Election Regulations of the Students’ Union, where appropriate.