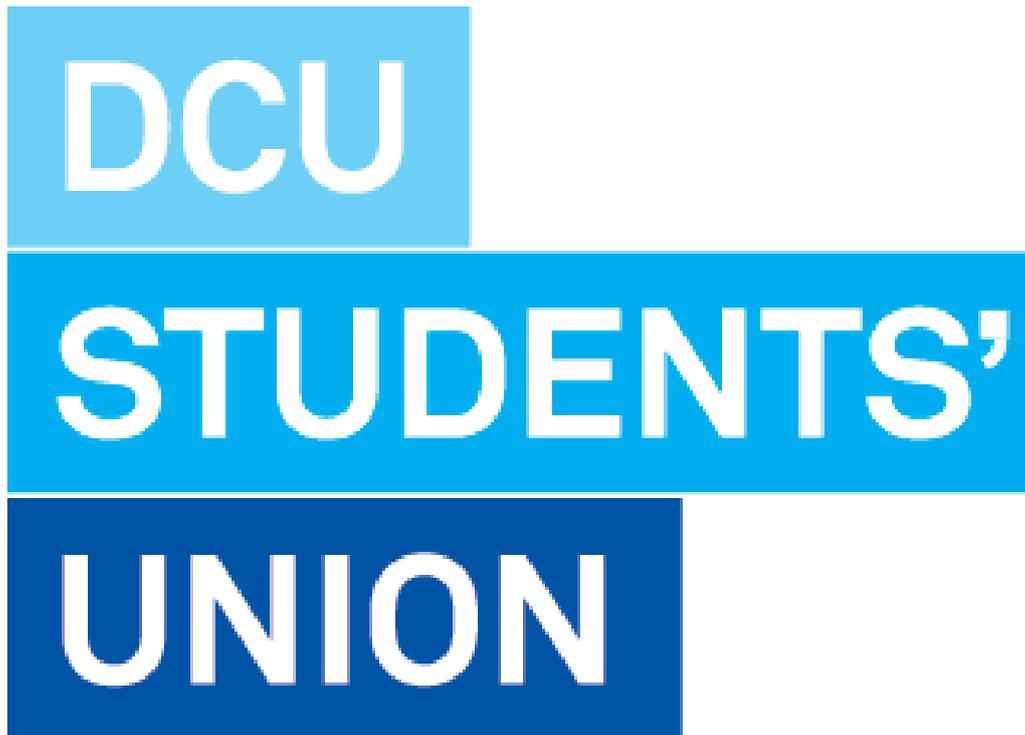


**Dublin City University**

**Students' Union Constitution**



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## Definitions

In this Constitution, unless the context otherwise requires:

**“Academic Day”**: is a Monday, Tuesday, Wednesday, Thursday, Friday or Saturday during term time, on which the University is open and operational.

**“Alternative Voting”**: a system of voting in which voters list the candidates in order of preference. If no candidate obtains more than 50% of first-preference votes, the votes for the bottom candidate are redistributed according to the voters' next preference and the bottom candidate is eliminated. The process is repeated until a candidate reaches the quota or no other candidate remains.

**“Chairperson”**: is the person that presides over meetings.

**“Class”** or **“Registered Class”**: is a class-group, as defined by the University.

**“Class meeting”**: is a meeting called by a Class Representative with their respective class.

**“Class Representative”**: is an Undergraduate or Post Graduate Class Representative or a Postgraduate Research Representative.

**“Class Representative Council”**: as defined in Article 5.

**“DCU”**: the University established by section 2 of the Universities Act, 1989.

**“DCUSU”** and **“Students’ Union”**: is the Dublin City University Students’ Union.

**“Executive”**: is the Executive Committee of the Students’ Union, as defined in Article 6.

**“Manager of the Office of Student Life”**: is the Manager of the Dublin City University Office of Student Life.

**“Petition”**: a written statement supported by a list of members’ signatures and student numbers.

**“Protocols”**: The official procedure or system of rules governing the affairs of the Union.

**“Qualified Majority”**: is a majority comprising two thirds or more of votes cast on an issue.

**“Research Group”**: Postgraduate Research Group as defined by the University.

**“Semester”**: Academic period as set out by the University.

**“Term Time”**: is all time within the bounds of the semesters.

**“Working Groups”**: a group formed for a specific agenda set by Class Representative Council.

## **Article 1: Establishment and Name**

All previous Constitutions of Dublin City University Students' Union are hereby revoked. However, memberships, elections, appointments and policies adopted under the previous Constitutions are not invalidated or made inoperable as a result of this revocation until their natural termination. This Constitution shall come into effect the moment a referendum adopting it has been passed by the membership is finalised.

- 1.1 There shall be a Students' Union at Dublin City University.
- 1.2 The name of that Union shall be Dublin City University Students' Union or Aontas na Mac Léinn, Ollscoil Chathair Baile Átha Cliath.
- 1.3 The Union shall be the sole representative body of its members in pursuance of its aims and objectives.

## **Article 2: Aims & Objectives**

- 2.1 The primary objective of the Students' Union shall be the representation, promotion and defence of the fundamental educational, economic, political, social, cultural and welfare rights of its members and furthermore:
  - 2.1.1 To work as a democratic and transparent organisation.
  - 2.1.2 To actively pursue the engagement and participation of the general student body.
  - 2.1.3 To actively pursue good relations with Clubs and Societies.
  - 2.1.4 To actively pursue good relations within and with the local community.
  - 2.1.5 To promote multilingual policy amongst the student body in DCU.
  - 2.1.6 To promote an ethos of environmental sustainability within its operations.

2.1.7 To provide a recognised representative channel between its members and the University authorities, its subsidiaries, and representatives or organs of any other external body.

## **Article 3: Membership**

### **3.1 Students' Union Membership**

3.1.1 A person who is registered as a DCU Student or a person whose registration as a DCU Student is pending shall be a full member of the Students' Union.

3.1.2 Sabbatical Officers shall be full members of the Students' Union while serving their term of office.

### **3.2 Fundamental Rights of Union Membership**

3.2.1 A Students' Union member is entitled to all the rights and freedoms as set out in this article regardless of race; colour; gender; age; religion; language; sexual orientation; gender identity; political or other opinion; nationality; ethnicity; socio-economic or other status; provided that in enjoying such rights, the rights of other individuals are not infringed.

3.2.2 A Students' Union member shall have the right to equal access to the facilities and services of the Union.

3.2.3 A Students' Union member shall have the right to freedom of opinion and expression.

3.2.4 A Students' Union member shall have the right to freedom of peaceful association.

3.2.5 A Students' Union member shall have the right to request the holding of a referendum in accordance with this constitution, vote in such referendum or run in Union elections and referenda.

3.2.6 A Students' Union member shall have the right to attend and participate at Class Representative Council, as per article 5.4.3.

### **3.3 Honorary membership**

3.3.1 All previous Executive members shall have Honorary Membership of the Students' Union.

3.3.2 Honorary Members shall be non-voting members of the Students' Union.

3.3.3 Honorary members may attend Class Representative Council upon request or invitation of the Class Representative Council Chairperson or the Students' Union President.

3.3.4 Class Representative Council has the right to revoke an Honorary Membership by a majority vote of Class Representative Council.

## **Article 4: Governance**

4.1 The governance of the Students' Union must be democratic and transparent.

4.2 The Executive Committee report to and are answerable to Class Representative Council.

4.3 The governance of the Students' Union will be managed on three hierarchical levels, in the following descending order:

4.3.1 Referendum

4.3.2 Class Representative Council

4.3.3 Executive

4.4 The Students' Unions operational procedures and policies may only be changed by Class Representative Council and may be proposed by both the Executive and Class Representative Council, pursuant to the provisions set forth within this constitution.

4.5 Class Representative Council or a petition of a minimum of 2.5% of Students' Union members, may mandate a referendum on Students' Union structure, policy, or operational change.

4.6 All Students' Union policies must be recorded by the Chairperson of Class Representative Council with the assistance of the Secretary of Class Representative Council, and any other member/s as may be required.

4.7 All policies passed by the Students' Union shall have a term of three years. All policies must be reviewed at the end of the three year period and shall expire if not renewed by Class Representative Council, save for policies passed by referendum.

4.8 Any amendments to the Constitution must be put to referendum.

4.9 Any structural, policy or operational change can only be altered by the same level or higher level of governance by which it was enacted previously.

4.10 Outside of the academic term where the Class Representative Council is not in session, the Students' Union President may decide, in consultation with members of the Executive, policy which must be ratified by Class Representative Council.

4.11 The final result of any and all referenda shall be recorded in schedule A.

4.12 All policy changes must be in compliance with the provisions of the Constitution.

## **Article 5: Class Representative Council**

5.1 There will be a Class Representative Council which will propose and mandate the Students' Union policy.

5.2 A record of meeting minutes will be posted in a manner decided by the Class Representative Council within four academic days of each meeting.

5.3 The Class Representative Council has the power to establish temporary Working Groups and define the terms of reference of such working groups. (Such as Constitutional Review Committee, Disciplinary Committee etc.).

### **5.4 Membership of Class Representative Council**

5.4.1 The Class Representative Council is comprised of members elected by each registered class or research group as ratified to and registered by the Students' Union. The number of Class Representatives elected per class shall be in line with the number of students in their class. Any class with less than 75 students shall be entitled to two Class Representatives. Any class with more than 75 students shall be entitled to one extra Class Representative for every additional 75 students registered in the class.

In the incidence whereby more than two Class Representatives are elected, the two representatives that receive the most votes will be required to attend Programme Board meetings. This shall be further regulated by Protocol

5.4.2 The members of the Executive also comprise part of the membership of the Class Representative Council.

5.4.3 All DCUSU members shall have participatory non-voting status at Class Representative Council but may be requested to leave a meeting of the Class Representative Council by the Chairperson as the Chairperson deems appropriate.

5.4.4 The Class Representative Council may grant participatory non-voting status to any other person as it deems appropriate.

## **5.5 Election, Removal and Resignation of Class Representatives**

5.5.1 All Class Representatives are elected by members of their registered class or research group.

5.5.2 Class Representative Elections shall be held and overseen by the Vice-President for Engagement and Development, in conjunction with the Returning Officer.

5.5.3 Any Class Representative may be removed from office following a vote of no confidence by more than 50% of their class or research group.

5.5.4.1 Should any Class Representative be absent from two consecutive Class Representative Council meetings without having sent a written apology to the Secretary of Class Representative Council, the relevant Faculty Representative shall automatically issue a formal warning and endeavour to arrange a meeting between the Class Representative, the Faculty Representative, another member of that Class group and the Vice President for Engagement and Development.

5.5.4.2 Should any Class Representative be absent from three consecutive Class Representative meetings without having sent a written apology to the Secretary of Class Representative Council, they shall be automatically deemed as resigned from all of their positions and a new election shall be run for the vacancy pursuant to the provisions set forth within this constitution.

5.5.4.3 The relevant Faculty Representative, with the express agreement of the Vice President for Engagement and Development, may exercise a waiver from the above two Articles where deemed necessary, compassionate, and or appropriate in the event of extreme or extraordinary circumstances.

5.5.4.4 Any class representative who has been removed from office as above will have the option to appeal the decision to a sub-committee composed of the following: The Students' Union President who shall act as chair, the Returning Officer, one member of Class Representative Council (who cannot be a member of the Class Representatives faculty), and a representative from the Office of Student Life as invited by the President. In the event that the Office of Student Life representative cannot make the meeting, they may send an apology to the Students' Union's President and nominate someone to represent them. The purpose of this committee is to determine whether the removal of the Class Representative was fair and just.

The committee will have the option to either a) uphold the decision or b) overturn the decision.

5.5.4 Any Class Representative may resign at any time by giving one days' notice to their class or group, the Chairperson of the Council, or the Vice President for Engagement and Development.

## **5.6 Duties of Class Representative**

- 5.6.1 Class Representatives must be a member of the class in which they represent.
- 5.6.2 Class Representatives must endeavour to undergo training when organised by the Union.
- 5.6.3 Class Representatives must strive to represent the interests of all members of the class they represent as and wherein possible.
- 5.6.4 Class Representatives must serve as a liaison between the Class Representative Council and their class.
- 5.6.5 Class Representatives must serve as a liaison between the Administrators of their course and their class.
- 5.6.6 If unable to attend a Class Representative Council meeting, a Class Representative must tender a written apology to the Class Representative Council Secretary prior to commencement of the meeting with their name and course code clearly displayed in the apology.
- 5.6.7 A Class Representative who has been deemed resigned, or has been removed, may run for a vacant position of Class Representative in the same academic year.
- 5.6.9 The Class Representatives of each class or research group must endeavour to have open communication with their class and wherein possible convene a class meeting or research group meeting at least once per semester during term time.
- 5.6.10 A Class Representative must present to the Class Representative Council any issues that have been brought to their attention by their class or research group as soon as possible.
- 5.6.11 Class Representatives must, insofar as may be practicable, keep their class /group informed of all their activities as a Class Representative and of any developments that may affect their classmates.

## **5.7 Meetings of Class Representative Council**

- 5.7.1 The Class Representative Council must meet a minimum of four times a semester with at least four academic days' notice to Council Members. Such notice to be sent by email to each member's DCU email address.
- 5.7.2 Quorum of the Class Representative Council shall be 10% of voting members of Class Representative Council who are eligible to vote.
- 5.7.3 Meetings can be called by either the Class Representative Chairperson, the Students' Union President, a majority of Executive, by 10% of voting members of Class Representative Council or by way of petition of 1.5% Students' Union members.
- 5.7.4 When the Chairperson or Secretary cannot attend meetings of Class Representative Council, the Class Representative Council will elect, from those present and eligible to vote, a temporary Chairperson and or Secretary or if applicable, a Returning Officer (acting for that meeting).
- 5.7.5 When the position of Chair is vacant, meetings of the Class Representative Council shall be chaired by the Vice-President for Engagement and Development on an interim-basis, until the Class Representative Council elect a Chairperson.
- 5.7.6 Items to be included on the agenda of any meeting of the Class Representative Council must be sent to the Secretary of Class Representative Council at least two academic days prior to meeting.
- 5.7.7 The agenda must be circulated to Class Representative Council members at least one academic day prior to meeting.
- 5.7.8 An emergency meeting of Class Representative Council may be called, the purpose for which must be stated, and only that issue may be discussed at the meeting.

## **5.8 Class Representative Council Voting**

- 5.8.1 Class Representatives shall be voting members of the Class Representative Council. Each member is entitled to one vote.
- 5.8.2 Members of Executive shall be non-voting members of the Class Representative Council.

5.8.3 Decisions by Class Representative Council shall be ruled by simple majority of members present and voting.

5.8.4 Voting shall be carried out under the provisions of standing orders of the Class Representative Council as outlined in Schedule D and in accordance with the Class Representative Voting Policy as outlined in Schedule B.

### **5.9 Officials of Class Representative Council**

5.9.1 The Chairperson, Secretary and Returning Officer are the Officials of Class Representative Council.

5.9.2 The position of both Chairperson and Secretary can only be held by a Class Representative.

5.9.3 Elections for Officials of the following academic year shall take place at the Final Class Representative Council of the current academic year.

5.9.4 If Officials are not elected at the Final Council of the academic year, they must be elected at the First Council of the next term.

5.9.5 Upon election to the position of Class Representative Chairperson, the Chairperson automatically resigns voting rights as a Class Representative. A new Class Representative may be elected by that class or research group by way of replacement.

5.9.6 The position of Returning Officer may be held by a person who is not a Class Representative or a member of the Students' Union, if a motion to that effect is passed by a qualified majority of voting members present at Class Representative Council.

5.9.7 The Returning Officer, Chairperson and Secretary shall be deemed as resigned from their position upon notification to the Students' Union President. Resignations are reported to Class Representative Council members within 24 hours.

5.9.8 The positions of the Returning Officer, Chairperson and Secretary will be replaced at next meeting of the Class Representative Council by normal election procedure for the Class Representative Council

#### **5.9.9 The Class Representative Chairperson:**

5.9.9.1 Shall be responsible for calling and chairing meetings of Class Representative Council.

5.9.9.2 Shall be responsible for the orderly conduct of all Class Representative Council meetings and ensure that they are carried out in a manner that is in accordance with the standing orders as outlined in Schedule D

5.9.9.3 Shall at all times perform their duties in a neutral and unbiased manner.

5.9.9.4 Sits on Executive as a non-voting member.

5.9.9.5 Shall be responsible for the maintenance and upkeep of all Students' Union policies pursuant to the provisions set forth within this constitution.

5.9.9.6 Shall ensure that the Executive addresses items mandated by Class Representative Council, and report to council on each item as necessary, required, or mandated.

**5.10 The Class Representative Council Secretary**, with the assistance of the Chairperson of Class Representative Council:

5.10.1 Shall circulate notice of upcoming meetings to the members of Class Representative Council.

5.10.2 Shall, with the assistance of the Executive, notify actions decided upon by Class Representative Council to the relevant parties.

5.10.3 Shall assist the Chairperson of Class Representative Council in the maintenance and upkeep of all Students' Union policies pursuant to the provisions set forth within this constitution.

5.10.4 Shall be responsible for recording and publishing minutes of each and every meeting of the Class Representative Council.

**5.11 The Returning Officer**

5.11.1 The Returning Officer shall be responsible for overseeing all elections which may take place at Class Representative Council and chairs the Electoral and Referenda Committee.

5.11.1.1 When deemed necessary, the Returning Officer may appoint a member of the Electoral and Referenda Committee to act on their behalf which must be accepted by Class Representative Council. Class Representative Council may elect, from those present and eligible to vote, an acting Returning Officer for that meeting, where and when necessary.

5.11.2 Shall act as a constitutional and procedural adviser to both the Students' Union President and Class Representative Council.

5.11.3 Shall set the date for elections and referenda, conscious of the academic calendar and in keeping with a spirit of full inclusivity of the membership, insofar as reasonably practical.

5.11.4 Shall accept the resignation of any member of the Executive and report such resignations to Class Representative Council members within 24 hours.

5.11.5 Shall oversee the conduct, administration, and execution of all elections and referenda pursuant to the provisions set forth within this constitution.

5.11.6 Shall present to Class Representative Council a report following each election or referendum, outlining the turnout, results and any issues encountered.

5.11.7 Shall at all times remain impartial and exercise their duties with due diligence in a fair, inclusive, unbiased, and just manner.

5.11.8 Shall work with or approach, internal and external organisations of the Students' Union and Dublin City University to engage the membership in the democratic process. The Returning Officer may not make representations on behalf of the Students' Union without prior authorisation from the Class Representative Council or the Students' Union President.

5.11.9 Shall present to Class Representative Council for approval, electoral and referenda regulations at the beginning of each semester, and subsequently ensure the dissemination of approved regulations to all those participating in elections or referenda.

5.11.10 Any Returning officer shall be considered a non-voting member of the Students' Union with no derogation, and shall enjoy all rights and privileges as set forth within this constitution.

## **5.12 Officers of Class Representative Council**

5.12.1 All Officers listed in Schedule C of the Class Representative Council are appointed by the Class Representative Council at the first meeting of the Class Representative Council.

5.12.2 All Class Representative Council Officers must be elected Class Representatives.

5.12.3 The Class Representative Council shall have the power to appoint members to non-Executive Class Representative Council Positions. These positions, their duties and terms of reference are to be recorded in Schedule C.

### **5.13 Working Groups of Class Representative Council**

5.13.1 Operational policies of working groups of Class Representative Council shall adhere to the standing orders as outlined in Schedule D.

5.13.2 Working Groups can be established by any member of the Executive, as they see fit.

### **5.14 Electoral and Referenda Committee**

5.14.1 There shall be an Electoral and Referenda Committee which runs and oversees all Students' Union referenda and elections.

5.14.2 Membership of the Electoral and Referenda Committee is comprised of the Returning Officer and eight members of Class Representative Council elected by the Class Representative Council at the first Class Representative Council meeting.

5.14.3 The Electoral and Referenda Committee shall meet when a referendum or election has been mandated.

5.14.4 The Secretary and treasurer of this committee are elected at the first meeting of the Committee.

5.14.5 The Returning Officer shall chair the meeting of the Electoral Committee.

5.14.6 The Electoral and Referenda Committee shall report to Class Representative Council at the earliest possible time after an election or referendum.

## **Article 6: Executive**

6.1 There shall be an Executive elected by members of the Students' Union in the prior academic year.

6.2 The following persons comprise the Voting Members of the Executive: President, Vice-President for Academic Affairs, Vice-President for Welfare and Equality, Vice-President for Education and Placement, Vice-President For Engagement and Development, the Faculty Representatives, Post Graduate Officer, Societies Officer, Clubs Officer and Irish Language Officer / Oifigeach na Gaeilge.

- 6.3 The following persons comprise the Non-Voting Members of the Executive: Class Representative Council Chairperson and the First Year Officer.
- 6.4 The Executive must meet at least ten times during each semester.
- 6.5 The Executive is chaired by the Students' Union President.
- 6.6 The Vice-President for Academic Affairs acts as secretary of the Executive. The Secretary is responsible for recording and publishing the agenda and minutes of Executive meetings. The Vice-President for Academic Affairs can nominate someone else to minute the meetings.
- 6.7 The minutes are to be posted, in a manner decided by the Class Representative Council, no later than two academic days after the meeting.
- 6.8 Three days' notice of Executive meetings must be given during the semester.
- 6.9 Six hours' notice of emergency Executive meeting must be given.
- 6.9.1 One week's notice of Executive meetings must be given outside of the academic calendar.
- 6.10 Quorum is a majority of voting members of the Executive.
- 6.11 In the event of absolute necessity and of not being able to meet quorum, the President will make provisional decisions with members of Executive. The provisional decision shall be ratified at a further meeting of the Executive as soon as is practical thereafter.
- 6.12 Any non-Sabbatical member of the Executive may resign by giving a minimum of two weeks' notice in writing to the Returning Officer. Class Representative Council shall be informed at the next sitting. Where possible, with input from the President and the Returning officer, any resignation shall endeavour to take place in a manner and fashion so as to allow the running of an election to replace the incumbent.
- 6.12.1 Any Sabbatical member of the Executive may resign by giving a minimum of four weeks' notice in writing to the Returning Officer. Class Representative Council shall be informed immediately. Where possible, with input from the President and the Returning officer, any resignation shall endeavour to take place in a manner and fashion so as to allow the running of an election to replace the incumbent.
- 6.13 To remove any Sabbatical Officer of the Executive from their position, a motion of no confidence in that person must be passed by a meeting of Class Representative Council and must garner the support of, at minimum, 75% of those present and eligible to vote. This shall trigger a referendum to remove the person from that office.

6.13.1 To remove any Non Sabbatical Officer of the Executive from their position, excluding Faculty Representatives, a motion of no confidence in that person must be passed by a meeting of Class Representative Council and must garner the support of, at minimum, 75% of those present and eligible to vote.

6.13.2 To remove any Faculty Representative from their position a motion of no confidence in that person must be passed by a meeting of Class Representative Council, only the Class Representatives of the relevant faculty shall be eligible to vote, and any such motion must garner the support of, at minimum, 75% of those present and eligible to vote.

6.13.3 In the instance where a motion of no confidence on any of the above positions is to take place, Class Representative Council, and the person holding the relevant position, must be given, at minimum, five academic days advance notice. Prior to any vote, debate shall be limited to, two members in favour of the motion, and two members against the motion, each member shall have a maximum of five minutes to address the motion.

6.14 The vacancy of an Executive Officer position may be filled by means of a bi-election, or where a vacancy of an Executive Officer position occurs with less than six calendar months to the end of the natural term of office, Class Representative Council may opt to fill the vacancy through a qualified majority vote.

6.15 The term of office of the Executive shall be from the 15th of June to the 14th of June of the following year.

6.16 Incumbent members of the Executive must prepare, complete and present incoming Executive Officers with a comprehensive, factual, and concise handover document which shall ensure that any issues or pertinent information is carried through from one Executive term to another.

## **Article 7: Sabbatical Officers**

7.1 The posts of President, and the Vice-Presidents shall be full-time paid Sabbatical positions elected by general election each year for a one year term.

7.2 Terms of Sabbatical employment are set out in Schedule G.

7.3 Incoming Sabbatical Officers shall have a paid two-week induction period commencing two weeks before taking up office and shall make every effort to shadow their incumbent and familiarise themselves with Students' Union affairs.

7.3.1 Incumbent Sabbatical Officers must prepare, complete and present incoming Sabbatical Officers with a comprehensive, factual, and concise handover document which shall ensure that any issues or pertinent information is carried through from one Executive term to another.

7.4 No member may be elected as a Sabbatical Officers more than twice.

7.4.1 No member may be elected to a voting position of the Executive more than three times.

7.4.2 The Sabbatical positions of Vice President shall be responsible, and answerable to the President. This article refers only to day to day operations and does not, in any way, change the fact that all Sabbatical positions, including the President, are ultimately answerable to the membership.

## **7.5 The Students' Union President**

7.5.1 The Students' Union President is the Chief Executive Officer of DCUSU with particular responsibility for oversight and ensuring that best practices are followed at all times.

7.5.2 The Students' Union President shall be the principal representative and spokesperson of the Students Union.

7.5.3 The Students' Union President shall be a non-voting ex-officio member of all Union committees, unless otherwise defined.

7.5.4 The Students' Union President shall have the following areas of responsibility:

7.5.4 .1 Representation of Members.

7.5.4.2 Ensuring the implementation of policy, and support others who may be mandated to do so as and where necessary and appropriate.

7.5.4.3 Co-ordination of Union Affairs.

7.5.4.4 Strategic Development of the Union.

7.5.4.5 Safeguarding of Union Finances pursuant to the provisions set forth within this constitution and subject to the approval of Class Representative Council.

- 7.5.4.6 Management and Development of Students' Union services
- 7.5.4.7 Training of members of the Executive.
- 7.5.4.8 Interpretation of the Constitution.
- 7.5.5 The Students' Union President, in conjunction with the Manager of the Office of Student Life, shall be responsible for the administration and staffing of the Union.
- 7.5.6 The Students' Union President shall appoint a Vice-President to act on their behalf in their absence.
- 7.5.7 The scope of the authority of the Vice President may be limited or defined by the Students' Union President during the absence of the Students' Union President.

#### **7.6 Vice-President for Academic Affairs**

- 7.6.1 The Vice-President for Academic Affairs shall give support to students with regard to their education and academic issues.
- 7.6.2 The Vice-President for Academic Affairs shall be responsible for the promotion, development and implementation of the Students' Union policies on Academic Affairs, with the support of the President.
- 7.6.3 The Vice-President for Academic Affairs shall be responsible for updating Students' Union members on changes to the education system, or changes within the educational structure of the University which may be relevant to students.
- 7.6.4 The Vice-President for Academic Affairs shall sit on relevant University committees and bodies in the pursuance of implementing Students' Union education policy.
- 7.6.5 The Vice-President for Academic Affairs shall be the Secretary of the Executive and shall ensure the maintenance, accuracy, and publication of all Students' Union Executive minutes and records.

#### **7.7 Vice-President for Education & Placement**

- 7.7.1 The Vice-President for Education & Placement shall give support to students with regard to their education and placement issues.
- 7.7.2 The Vice-President for Education and Placement shall provide support, information and guidance to students with regard to their education based work placements.

- 7.7.3 The Vice-President for Education & Placement shall be responsible for the promotion, development and implementation of the Students' Union policies with regard to education and placement.
- 7.7.4 The Vice-President for Education & Placement shall be responsible for updating members on changes in the education system or changes within the educational structure of the University, which are relevant to students.
- 7.7.5 The Vice-President for Education & Placement shall be primarily concerned with Education & Placement matters, but will also serve as the main point of contact for all student issues and concerns on the St Patrick's Campus.
- 7.7.6 The Vice-President for Education & Placement shall sit on relevant University committees and bodies in the pursuance of implementing Student Union education policy.

#### **7.8 Vice-President for Welfare and Equality**

- 7.8.1 The Vice-President for Welfare and Equality shall provide support to students with regard to their welfare and their equal treatment within the university and where the Students' Union has policy on matters of equality external to the university.
- 7.8.2 The Vice-President for Welfare and Equality shall be responsible for the promotion, development and implementation of the Union policies on welfare and equality.
- 7.8.3 The Vice-President for Welfare and Equality shall act as a point of peer-provided guidance to members.
- 7.8.4 The Vice-President for Welfare and Equality shall sit on relevant university committees and bodies in the pursuance of implementing Student Union welfare and equality policy.
- 7.8.5 The Vice-President for Welfare and Equality shall work with the Vice-President for Education & Placement, the Vice-President for Academic Affairs, and the Students' Union President to ensure that adequate information is available to students regarding their education, welfare and equality.

#### **7.9 Vice-President for Engagement and Development**

- 7.9.1 The Vice-President for Engagement and Development shall promote student engagement, leadership and volunteering opportunities to cater for the needs of the culturally and linguistically diverse DCU student body.

- 7.9.2 The Vice-President for Engagement and Development shall work closely with the Office of Student Life, incorporating sporting clubs and societies, to ascertain any and all issues, matters of concern, and areas of improvement and strive to meet these needs.
- 7.9.3 The Vice-President for Engagement and Development shall work alongside members of the sabbatical team and endeavour to assist all those involved in the formulation and roll out of Students' Union campaigns.
- 7.9.4 The Vice-President for Engagement and Development shall oversee the Class Representative system and setting up of Class Representative Council.
- 7.9.5 The Vice-President for Engagement and Development shall also serve as the main point of contact for all students' welfare issues and concerns on the St Patrick's Campus, when required.
- 7.9.6 The Vice-President for Engagement and Development shall sit on relevant University committees and bodies in the pursuance of implementing Student Union.
- 7.9.7 Shall hold and oversee, in conjunction with the Returning Officer, the elections of all Class Representatives

## **Article 8: Non Sabbatical Officers**

### **8.1 Faculty Representatives**

- 8.1.1 There shall be one Executive member elected per faculty of the University known as the Faculty Representative.
- 8.1.2 The Faculty Representative has the following responsibilities:
  - 8.1.2.1 Shall be responsible for aiding and co-ordinating Students' Union activities, promotion and policy implementation within their faculty.
  - 8.1.2.2 Shall assist and participate fully in the training and development of Class Representatives within their faculty.
  - 8.1.2.3 Shall work with Sabbatical Officers to ensure their faculty members are represented in Students' Union policies and campaigns.

8.1.2.4 Shall represent students on their relevant faculty committees and University bodies in the pursuance of the Students' Union aims and objectives and implementation of policies.

## **8.2 Post Graduate Officer**

8.2.1 There shall be an Executive member elected, who is responsible for the representation of Post Graduate students across all faculties within the Students' Union known as the Post Graduate Officer.

8.2.2 The Post Graduate Officer has the following responsibilities:

8.2.3 Shall work with Sabbatical Officers to ensure Post Graduate students are represented in Students' Union policies and campaigns.

8.2.4 Shall represent Post Graduate students on relevant University bodies in the pursuance of the Students' Union's aims and objectives and implementation of policies.

## **8.3 Clubs Officer**

8.3.1 There shall be an Executive member elected, who is responsible for the representation of the Students' Union on relevant Club Committees, known as the Clubs Officer

8.3.2 The Clubs Officer shall promote and implement Students' Union policy with regard to extra-curricular activities.

8.3.3 The Clubs Officer shall co-ordinate activities between the Students' Union and Clubs.

## **8.4 Societies Officer**

8.4.1 There shall be an Executive member elected, who is responsible for the representation of the Students' Union on relevant Society committees, known as the Societies Officer.

8.4.2 The Societies Officer shall promote and implement Students' Union policy with regard to extra-curricular activities.

8.4.3 The Societies Officer shall co-ordinate activities between the Students' Union and societies.

## **8.5 First Year Officer**

8.5.1 There shall be an Executive member elected, who is responsible for the representation of first year students within the Students' Union known as the First Year Officer.

8.5.2 The First Year Officer has the following responsibilities:

8.5.3 Shall work with Sabbatical Officers to ensure first year students are represented in Students' Union policies and campaigns.

8.5.4 Shall represent first year students on relevant University bodies in the pursuance of the Students' Union's aims and objectives and implementation of policies, where deemed appropriate by the President.

## **8.6 Irish Language Officer / Oifigeach na Gaeilge**

8.6.1 There shall be an Executive member elected, who is responsible for the representation of the Irish language within the Students' Union known as The Irish officer.

8.6.2 The Irish Language Officer / Oifigeach na Gaeilge has the following responsibilities:

8.6.2.1 The Irish Language Officer / Oifigeach na Gaeilge shall engage the membership on Irish language issues.

8.6.2.2 The Irish Language Officer / Oifigeach na Gaeilge shall promote and implement Students' Union policy with regard to the Irish language.

8.6.2.3 The Irish Language Officer / Oifigeach na Gaeilge shall receive support from the Students' Union Executive.

8.6.2.4 The Irish Language Officer / Oifigeach na Gaeilge shall sit on relevant university and Students' Union committees in pursuance of their duties.

## **Article 9: Referenda and Elections**

### **9.1 Referenda**

9.1.1 A referendum on any issue may be called at the request of any of the following: Students' Union Executive through Class Representative Council, Class Representative Council or 2.5% of Students' Union members by way of a petition submitted to either the Students' Union President or the Chair of Class Representative Council.

9.1.2 The proposer of a referendum shall set out the wording of the motion, which may be amended by a decision of Class Representative Council so long as the original spirit and intention of the motion is not altered and there is agreement by the proposer.

9.1.3 For the results of a referendum to be valid at least 10% of Students' Union members must cast valid votes.

9.1.4 Legal advice should be sought where deemed necessary by Class Representative Council on proposed amendments to the constitution.

9.1.5 A referendum shall be held not less than two academic weeks, and not more than four academic weeks from being called.

9.1.6 The Electoral & Referenda Committee shall, with the assistance of the Vice-President for Engagement and Development along with any others deemed necessary by the Electoral and Referenda Committee, be responsible for the publication of any proposed Constitutional changes and the promotion of each referendum.

9.1.7 Only one referendum can be held on a particular topic in a semester. This is not to say that only one referendum can be held per semester, but only one referendum can be held regarding a particular issue in a semester.

9.1.8 The details of all referenda held, including the year held, the topic of the referendum, the number of valid votes cast and whether or not the referendum was carried shall be recorded in Schedule A.

9.1.9 Where the Students' Union Executive takes a stance, other than a neutral stance, on a referendum, the Students' Union will fund an equal amount to those who run a contrary campaign, where a contrary campaign has been registered.

9.1.10 All referenda shall be carried out under Students' Union referendum regulations.

9.1.11 The general announcement of a referendum result must be made to all Students' Union members within two academic days after the result is confirmed.

## **9.2 Elections**

### **9.2.1 Election Procedures**

9.2.1.1 All general elections shall be by secret ballot and shall use the alternative voting system.

9.2.1.2 General Elections shall only be valid should 10% or more, of the total Students' Union membership cast votes, and those votes are proven to be valid.

9.2.1.3 The election for positions to the Students' Union Executive shall be held before the end of the tenth week of the second semester. The elections shall formally be called by the Returning Officer of the Students' Union pursuant to the provisions set forth within this constitution.

9.2.1.4 The Students' Union President, Vice-President for Academic Affairs, Vice President for Welfare and Equality, Vice-President for Education and Placement, Vice-President For Engagement and Development, Clubs Officer, Societies Officer and Irish Language Officer / Oifigeach na Gaeilge shall be elected by the general student body.

9.2.1.5 The Students' Union Executive position of First Year Officer shall be elected by First Year Class Representatives at the first Class Representative Council meeting and shall be elected by using the alternative voting system.

9.2.1.6 The announcement of election results must be made to all Students' Union members within two academic days after the election result is confirmed.

## **9.2.2 Election Nominations**

9.2.2.1 The nomination period for all Students' Union general elections shall be at least one academic week.

9.2.2.2 Should there be no nominations for a position on the Students' Union Executive at the close of nominations the Returning Officer shall reopen nominations for an additional two academic days.

9.2.2.3 Should there be no nominations for a Students' Union Executive position after the additional two academic days then a bi-election for the position shall be held at the earliest opportunity in the first semester of the following academic year.

9.2.2.4 All elections, regardless of the amount of candidates running, shall include a Reopen Nominations option. Should Reopen Nominations win in any position, the Returning Officer shall, with the aid of the Electoral Committee and any others deemed necessary, endeavour to ensure the positions are filled pursuant to the provisions set forth within this constitution.

9.2.2.5 Appeals with regard to the conduct of elections, including the counting of votes, must be presented to the Electoral Committee within twenty four hours of the close of polls.

9.2.2.6 A candidate for a Students' Union Executive position which requires a ballot of the general student body shall require the verified nominated support of 1% of the membership of DCUSU. Such support shall be verified through a process outlined by the Electoral and Referenda Committee.

9.2.2.7 A candidate for the position of Faculty Representative shall require the verified nominated support of 0.25 % of the membership of DCUSU within that faculty. A candidate for the position of Postgraduate Officer shall require the verified nominated support of 0.25 % of the postgraduate membership. Such support shall be verified through a process outlined by the Electoral and Referenda Committee.

9.2.2.8 A member may only stand for one position on the Students' Union Executive in any given election.

9.2.2.9 Candidates running for the position of Faculty Representative must be a member of that faculty both in the current year and in the year they serve their term.

### **9.3 Election and Referendum Regulations**

9.3.1 Subject to this Constitution, and Class Representative Council's approval, the Electoral and Referenda Committee shall define its own policies and regulations in an Election and Referenda Regulations document which shall be attached as Schedule E.

9.3.2 All election material must be approved by the Returning Officer before being duplicated for use in any campaign.

9.3.3 Electoral spending limits shall be set, subject to Class Representative Council approval, by the Electoral and Referenda Committee, and revised for each electoral cycle.

9.3.4 The Students' Union shall provide printing credit to a value as determined by the Electoral and Referenda Committee in consultation with the Students' Union's President, subject to Class Representative Council approval, and revised for each electoral cycle, for each candidate running for Sabbatical and Non-Sabbatical positions.

9.3.5 A deposit of €50 is required from each Sabbatical candidate and €25 for each Non-Sabbatical candidate. This will be returned to the candidates on the completion of the election, provided they conduct themselves in accordance with the election regulations.

9.3.6 All election spending shall be accounted for by providing receipts to the Returning Officer or the elected Electoral and Referenda Committee Treasurer, and by showing

details of the source of funds used to pay for campaign items, such as bank or credit card statements.

#### **9.4 General Election, Election & Referendum Polling**

9.4.1 Electoral and Referenda polling may only be conducted by either a paper or online ballot.

9.4.2 When online/electronic voting is not being used, there shall be a minimum of three clearly advertised polling stations provided in convenient locations and distributed across all campuses. Where an online ballot is called all computer laboratories that are accessible by the membership shall be deemed to be polling stations.

9.4.3 When online/electronic polling is not being used, Voting polling shall be possible at a minimum of three locations for at least seven hours and must be possible for a further two hours at a single location after 7pm on at least one day of polling.

9.4.4 No canvassing shall take place on polling days within a 10-metre radius of any designated polling station.

9.4.5 The number of voting days shall be decided by the Returning Officer with the approval of Class Representative Council, with a minimum of two days voting.

9.4.6 Where online/electronic polling is being used polling shall be available for a minimum of two days without any unforeseen service interruptions.

9.4.7 Only a Dublin City University I.D. Card or a letter from the Registry confirming student status shall be accepted as authentication of a students I.D. number.

#### **9.5 Ballot Counting**

9.5.1 The counting procedure, as overseen by the Electoral Committee, shall be in accordance with the approved Election and Referenda Regulations as set forth to Class Representative Council by the Electoral Committee.

9.5.2 In the event of a paper ballot elections campaign managers or candidates may call a recount of ballots up to six hours after the completion of a first count.

9.5.3 Any recount shall take place within one academic day of the end of the first count, and ballots shall be held securely until such time as the recount begins.

9.5.4 In the event of a paper ballot campaign managers or candidates may request to examine spoiled ballot papers in the presence of the Returning Officer.

9.5.6 The examination of spoiled ballots shall take place within one academic day of the completion of a recount.

9.5.7 Notice of results and details of the counts shall be posted within two academic day of the end of the counts.

## **Article 10: Management of Finance, Property and Employment**

### **10.1 The Budget**

10.1.1 The outgoing Students' Union Executive shall work with the incoming Sabbatical Officers and the Manager of Student Life to agree a provisional Budget for the following Students' Union year based on:

10.1.1.1 Spending allocations for the current and previous terms of office, audited sets of Students' Union accounts, estimated expenditure for the following Students' Union year, and the strategic goals of the Students' Union.

10.1.3 The Budget shall be submitted to Class Representative Council at its first meeting of the year for approval or rejection, but not modification.

10.1.4 Should Class Representative Council reject the Budget, the Students' Union Executive shall modify the Budget and wherein possible re-present the Budget to Class Representative Council at its next meeting.

10.1.5 No decision of Students' Union Executive or Class Representative Council, which requires expenditure of Students' Union Union finances, shall be implemented unless there remain sufficient funds, or Class Representative Council has approved borrowings to secure that expenditure in the future.

10.1.6 The Students' Union shall maintain a reserve fund equal to, and not exceeding, 5% of its total capitation income per annum in order to meet unforeseen contingencies. Reports on this fund must be presented, in detail, to Class Representative Council alongside the Budget.

10.1.7 The Students' Union is not permitted to invest in any financial product or service which has risk associated with invested funds.

10.1.8 Class Representative Council alone shall have the power to authorise borrowing by the Students' Union. The majority vote by Class Representative Council is required to authorise borrowing.

10.1.9 Borrowings may not exceed the amount received by the Students' Union in membership fees in the previous academic year unless the monies borrowed are to be repaid by the membership by way of a levy already approved by referendum.

10.1.10 The Students' Union may not guarantee the borrowings of or loan money to, any other person, group or organisation. The Students' Union may however establish and operate non-profit financial aid schemes solely for the benefit of its membership subject to approval by Class Representative Council.

## **10.2 Financial Oversight**

10.2.1 The financial year of the Students' Union shall run concurrently with the term of office of the Students' Union Executive.

10.2.2 The Students' Union Executive shall be responsible for the day-to-day allocation of all Students' Union funds, subject to the other provisions laid down in this Constitution.

10.2.3 All cheques shall be signed by the Manager of Student Life and by one Sabbatical Officer.

10.2.4 The Manager of Student Life, on behalf of the Students' Union Executive, shall take reasonable steps to protect and conserve the property of the Students' Union.

10.2.5 The Manager of Student Life, with the agreement of the Students' Union Executive, shall appoint qualified external auditors for the purpose of verifying the accounts of the Students' Union. The audited accounts shall be made available to members of the Students' Union as soon as they are finalised and copies shall be made available to the membership of the Students' Union at the earliest possible opportunity.

10.2.6 Members of the Students' Union Executive, the Class Representative Council and full-time Students' Union staff are entitled to an indemnity out of the property of the Students' Union for any expenses and other liabilities incurred by them in the proper discharge of their duties, providing that nothing in this clause shall affect their liability in the case where they have been negligent in the discharge of those duties.

10.2.7 The Students' Union President and the Manager of Student Life shall sign contracts on behalf of the Students' Union in pursuance of the Students' Union's aims and objectives.

### **10.3 Employment**

10.3.1 The Students' Union President, on behalf of the Students' Union, shall employ all staff of the Students' Union in-line with current employment legislation.

10.3.2 The Students' Union Executive shall seek relevant expertise, as and when deemed necessary, and work with the Manager of Student Life to ensure that the employment of staff is absolutely warranted.

## **Article 11: Interpretation**

11.1 It shall be the role of the Students' Union President to interpret the Constitution on a day-to-day basis.

11.2 Students' Union Presidential Constitutional interpretations must be approved by Class Representative Council by means of a qualified majority vote.

## **Article 12: Affiliations**

12.1 Should the Students' Union wish to affiliate to a body, which directly or indirectly levies a membership fee on members of the Students' Union or other such substantial fees, the decision to affiliate shall be taken only by referendum.

12.2 Class Representative Council may approve for the maximum period of two years membership of organisations that do not require an affiliation fee, which shall aid the Students' Union in the pursuance of its objectives.

12.3 Should the Students' Union become a member of any other organisations, the full title of the relevant body, the date of affiliation, details of any affiliation fees, and the motion for affiliation with voting details shall be included in Schedule F.

## **Article 13: Records, Information and Transparency**

### **13.1 Records and Information**

13.1.1 The Students' Union shall ensure that it is compliant with legislation relevant to the holding of data and information, and that data and information is held with appropriate security.

13.1.2 The Students' Union shall not make available material which includes information on personal cases, disciplinary proceedings, legal proceedings, confidential commercial issues, staff issues and other potentially sensitive materials.

13.1.3 Material held by the Students' Union shall not be made available to third parties through any channel if doing so would be in breach of legislation governing the holding of data and information.

13.1.4 Information gained confidentially shall not be passed on to any third parties.

### **13.2 Transparency**

13.2.1 The Students' Union shall be committed to the principles of accessible, transparent and fair governance.

13.2.2 It is an aim of the Students' Union that its Sabbatical Officers maintain an open door policy, wherever possible.

## Schedules

Schedule A: Referenda Outcomes

Schedule B: Class Representative Council Voting Policy

Schedule C: Officers of Class Representative Council

Schedule D: Standing Orders

Schedule E: Election and Referenda Regulations

Schedule F: Affiliations

Schedule G: Sabbatical Public Contract

Schedule H: Protocols