

**Constitution  
of the  
Technological  
University Dublin  
Students' Union**



## Contents

Contents .....	2
Article 1 Name of the Organisation .....	5
Article 2 The Mission, Vision and Values of the Union.....	5
Article 3 The Aims and Objectives of the Union.....	5
Article 4 Membership .....	6
Article 5 Powers of the Union.....	6
Article 6 The Operational Structures of the Union.....	7
6.1 Class Representatives .....	7
6.2 The Class Representative Meeting .....	8
6.3 Part-Time Officers .....	9
6.4 The Student Council.....	9
6.5 Committees of the Union.....	11
6.6 The Executive .....	11
Article 7 Officers of the Union .....	12
7.1 President.....	12
7.2 Full-Time Vice Presidents .....	12
7.3 Postgraduate Officer .....	13
7.4 Terms of Office.....	13
Article 8 Student Forum Meetings.....	14
Article 9 Elections and the Electoral Commission .....	14
Article 10 Nominations to University Boards and Committees.....	15
Article 11 Principles for Service Delivery .....	16
Article 12 External Relations.....	16
Article 13 Interpretation of Constitution.....	17
Article 14 Amendments to the Constitution - Excluding the Schedules .....	17
Article 15 Amendments to Schedules to the Constitution .....	18
Article 16 Transfer of Undertakings .....	18
Article 17 Recall of Office and Impeachment.....	19
17.1. Recall of Office .....	19

17.2 Impeachment of Officers.....	20
<b>Schedules to the Constitution .....</b>	<b>21</b>
Schedule A - Locations for Class Representative Meetings .....	21
Schedule B - Titles of Full-Time and Postgraduate Officers .....	23
Schedule C - Terms of Reference of Committees of the Council.....	24
1. Standing Committees .....	24
2. Working Groups.....	24
Schedule D - Regulation of Elections and Elected Roles.....	25
Schedule E - Roles and Responsibilities of Officers and Elected Representatives .....	27
1. The Roles and Responsibilities of the President .....	27
2. The Roles and Responsibilities of Vice-Presidents .....	27
3. The Roles and Responsibilities of the Postgraduate Officer.....	28
4. The Roles and Responsibilities of Class Representatives.....	28
5. The Roles and Responsibilities of Student Councillors .....	29
6. Roles and Responsibilities of Part-Time Officers.....	29
Schedule F - Standing Orders for the Regulation of Student Council Meetings .....	31
Guiding Principles .....	31
1. Introduction. ....	31
2. Notice of Meetings and Agenda.....	31
3. Quorum.....	32
4. Proceedings at Meetings .....	32
5. Order of Business .....	33
6. Decision making Processes.....	34
7. Points of Order.....	35
8. Points of Information and Clarification .....	36
9. Procedural Motions .....	36
10. Student Visitors and External Guests .....	37
11. Suspension of Standing Orders.....	37
12. Minutes of Meetings .....	37

13.	Attendance at Meetings .....	38
14.	Amendments to Standing Orders .....	38
15.	Continuance .....	38
	Appendix One: Exceptional Standing Orders relating to The Executive .....	38
	Schedule G – Procedure for the Holding of a Plebiscite .....	41
	Schedule H – Process to Appoint Independent/Non-Student Members .....	42
	Schedule I – The Members of TU Dublin SU CLG and Membership of the Board of Directors of TU Dublin SU CLG.....	44
	Schedule J – Annual Union Timeline .....	45
	Declaration .....	46

## **Article 1 Name of the Organisation**

The name of the organisation shall be the ‘Technological University Dublin Students’ Union’, hereinafter referred to as ‘the Union’, or in Irish, Aontas na Mac Léinn, Ollscoil Teicneolaíochta, Baile Átha Cliath.

## **Article 2 The Mission, Vision and Values of the Union**

The **Mission** of the Union is to be the independent representative organisation for students of the Technological University Dublin (hereinafter referred to as ‘TU Dublin’ or ‘the University’), to act in the best interests of its members, to advance and defend their rights, primarily in relation to their education and welfare as TU Dublin students, and as citizens.

The **Vision** is that each TU Dublin student will have a positive and transformative experience to assist them in reaching their full potential academically, socially and professionally, and to develop as ethical and informed individuals.

The **Values** of the Union are that it will be student-led, democratic, inclusive, transparent, accountable, ethical, respectful, empowering, and professional.

## **Article 3 The Aims and Objectives of the Union**

- i. To act as the recognised voice of students and to be the means of communication between the members of the Union and the University.
- ii. To represent TU Dublin students at all levels of society including locally, regionally, nationally, and internationally.
- iii. To support all members in the advancement of their education.
- iv. To provide and manage general services of the Union for the benefit of its members.
- v. To promote the welfare and well-being of its members.
- vi. To encourage the participation of members in clubs, societies, sports, social and recreational activities, and volunteering, which form an integral part of the student experience in the University.
- vii. To promote the Irish language amongst its members and throughout the University.
- viii. To promote, support and demand equal and fair access to education for those who come from disadvantaged backgrounds, diverse backgrounds and marginalised groups.

- ix. To endeavour to work in partnership at all levels with the University in the best interests of the members.
- x. The Union shall practice the above aims independent of political parties, religious organisations, lobbying groups and in accordance with the law.

#### **Article 4 Membership**

- 4.1. All registered students of the Technological University Dublin shall be members of the Union with equal rights to vote, ability to seek to be elected to relevant positions within the Union and are subject to the terms of this Constitution. Current Full-Time officers shall also be deemed to be members of the Union. For the avoidance of doubt, the existence of any doubt being denied, registered students of the Technological University of Dublin, who are simultaneously students in a primary or secondary level education, shall not be members of the Union. Furthermore, Junior Music Students enrolled in the Conservatoire shall not be considered members of the Union.
- 4.2. The Union may award, as a token of honour to such persons or organisations, as it sees fit, honorary membership of the Union. Honorary membership shall confer no rights, privileges or obligations on an honorary member or on the Union as to an honorary member.
- 4.3. The Union does not charge a membership fee and relies on income generation and a block grant allocation from the Technological University of Dublin to fund its activities.

#### **Article 5 Powers of the Union**

- 5.1. All powers of the Union derive from the members whose right it is to decide all questions of policy and (s)elect their representatives and officers in accordance with this Constitution.
- 5.2. The Union is empowered to own and acquire assets and to create liabilities, subject to the terms of this Constitution.
- 5.3. The TU Dublin Students' Union has established a corporation incorporated under law with limited liability, which is the beneficial owner and shall be known as TU Dublin SU CLG.
- 5.4. TU Dublin SU CLG shall hold the funds, assets and liabilities of the Union and manage all commercial services or other financial or trading activities on behalf of the Union. TU Dublin SU CLG is empowered to establish, acquire and dispose of any subsidiary companies to act on its behalf.
- 5.5. All revenues of the Union, from whatever source arising, shall be the property of TU Dublin SU CLG and shall be managed in accordance with law.

- 5.6. The sole and exclusive power to bind the Union to a lawful contract is hereby vested in the Board of TU Dublin SU CLG; no other authority, body or person so elected or established under this Constitution has the power to bind the Union to a lawful contract. TU Dublin SU CLG shall regulate its own affairs subject to the laws of Ireland and shall endeavour to be cognisant of the policies of the Student Council.
- 5.7. The Board of TU Dublin SU CLG and its subsidiary or associated companies shall be governed in accordance with the laws of Ireland, and its Board shall consist of such persons who in the opinion of the Student Council are able and willing to act, as per [Schedule I](#) of this Constitution.
- 5.8. The Student Council and the Board of TU Dublin SU CLG shall agree a written protocol which shall form the basis for mutual understanding and co-operation between both parties.
- 5.9. The President in conjunction with the Board of TU Dublin SU CLG shall cause to produce an Annual Work Plan that is then submitted by the President to the Student Council, for its consideration and approval as per [Schedule J](#). The Work Plan is to be updated and presented to the Student Council as per [Schedule J](#).
- 5.10. The Student Council shall note the appointment of auditors to TU Dublin SU CLG, and any other company so established by it, and shall note any accounts, reports or other communications so produced by TU Dublin SU CLG, any subsidiary of TU Dublin SU CLG or from an auditor thereto. The Student Council, on the advice TU Dublin SU CLG, shall cause all such reports to be published
- 5.11. The responsibility for implementing and overseeing the work of the Union is exercisable by the Student Council and where appropriate by the Executive under the leadership of the President, in accordance with this Constitution.

## **Article 6 The Operational Structures of the Union**

The Union shall be organised in the manner set out in this Article.

### **6.1 Class Representatives**

- 6.1.1. Every class in the University shall have one Class Representative elected in accordance with the terms of this Constitution.
- 6.1.2. The Class Representative shall act as the official representative of that class and is responsible for providing regular feedback between their classmates and the Students' Union.
- 6.1.3. Provision shall be made by the Electoral Commission (the Commission) to determine class groups for the purpose of establishing electoral constituencies to elect Class Representatives within the University, including Postgraduates. The Commission may provide for the amalgamation and the division of class groups in circumstances where, in its opinion, such a

course of action is required to achieve equitable representation, to ensure that sub-groups or streams of a class are represented by a Class Representative.

## **6.2 The Class Representative Meeting**

- 6.2.1. Class Representatives elected in each campus as set out in [Schedule A](#), shall meet collectively in Class Representative Meetings. There shall be at least two meetings per semester to consider and decide on matters relevant to that campus and to give actionable instructions to officers elected from that campus only, and in respect of matters relating to that campus only.
- 6.2.2. The sittings of the Class Representative Meeting shall be open to members; however, no person other than an elected Class Representative or Student Councillor from that campus/those campuses, current elected Officers of the Union or other persons so invited, may address and be heard at a Class Representative Meeting.
- 6.2.3. In the case of an emergency, the Executive may consent to allow a Class Representative Meeting to hold a private meeting.
- 6.2.4. Class Representative Meetings will operate within the terms of the Standing Orders found in [Schedule F](#) and shall be chaired by a Full-Time Officer or their nominee as decided by the Executive, unless otherwise stated in the Constitution.
- 6.2.5. A Clerk shall be appointed by the Union to provide such technical and administrative supports as it may determine.
- 6.2.6. All official minutes, agendas and reports of the Class Representative Meetings shall be published on the Union's website as per [Schedule F](#), save where a motion to defer publication for a stated period of time has been given assent by a majority of the members present.
- 6.2.7. The Clerk shall produce an agenda in conjunction with the Chairperson. This Agenda shall be in draft format, until adopted at the beginning of the meeting by the members of the meeting.
- 6.2.8. The Clerk and members of Union Executive shall have attendance rights at sessions of Class Representative Meetings, and when appropriate, external people, including but not limited to staff of the Union, may be invited to attend particular meetings or sections of particular meetings.
- 6.2.9. The Class Representative Meeting may establish ad hoc working groups with written objectives, membership and reporting timeframes as deemed necessary. Such groups may seek support from the Executive who will have absolute discretion about providing such support, conscious of resource implications.

- 6.2.10. Each Class Representative Meeting, as set out in [Schedule A](#), shall elect representatives to be members of the Student Council, to be known as Student Councillors, in accordance with [Schedule J](#).

### 6.3 Part-Time Officers

There shall be Part-Time Officers who shall be elected by Student Council. A Part-Time Officer shall be a registered student of the University, and the roles shall be outlined in [Schedule E](#).

### 6.4 The Student Council

- 6.4.1. The overall operational decision and policy making body of the Union will be known as the Student Council (the Council).

It shall consist of:

- a. the President of the Union.
- b. the Vice Presidents of the Union.
- c. the Postgraduate Officer of the Union.
- d. the representatives elected by each Class Representative Meeting, to be known as Student Councillors, who shall be elected in accordance with [Schedule A](#).
- e. Part-Time Officers as set out in [Schedule E](#).

[Schedule B](#) sets out the specific titles and geographic locations of the officers at a), b), and c).

- 6.4.2. Meetings of the Student Council will be chaired by an Independent Chairperson who shall not have been a member of the Union for a period of at least four academic years preceding their nomination. They shall serve for a three-year term and be eligible to be appointed for a second three-year term as set out in [Schedule H](#).
- 6.4.3. Meetings will be held as per [Schedule J](#) and will be open to all current members of the Union. Individuals other than members of the Council may be permitted to speak at any meeting with the agreement of the majority of the members of the Council. Meetings shall be rotated between campuses as per a schedule agreed by the first Student Council meeting each year.
- 6.4.4. The Quorum for Council meetings shall be 25 members not including the elected officers. Meetings shall operate within the terms of the Standing Orders set out in [Schedule F](#).

- 6.4.5. Policy adopted by the Council shall only be valid for a period of three years following its adoption, after which it shall automatically fall. At the first Council meeting of the year, the Clerk to Council shall present a list of policies and motions that are due to fall in that academic year and keep Council updated in this regard.
- 6.4.6. Any mandate adopted by the Council shall only be valid for a period of two years following its adoption. Once the Council has deemed this mandate as complete, it shall expire. If the mandate has not been completed within this period, it shall automatically be presented before the Council for review.
- 6.4.7. Council may decide to hold a private sitting, with the assent of half plus one of the members present.
- 6.4.8. The Chairperson shall act in an independent capacity and shall abide by the terms of this Constitution.
- 6.4.9. The Council shall elect from one of its number a Deputy Chairperson as set out in [Schedule J](#). The Deputy Chairperson shall act if the Chairperson is temporarily incapacitated and shall not receive any remuneration. The Deputy Chairperson shall act in an independent capacity.
- 6.4.10. The Chairperson may be removed from their position, by way of a motion moved before the Council, which gains the support of fifty percent plus one of the total membership of the Council. Any such a motion shall require at least two weeks-notice and that part of the Council meeting shall be chaired by the Chairperson of the Electoral Commission or their nominee.
- 6.4.11. All questions in the Council shall, unless otherwise provided for by this Constitution or Standing Orders, be determined by a majority of the votes cast. Unless provided for elsewhere polls shall be by a show of hands.
- 6.4.12. In the case of an equality of votes on any matter, the Chairperson or presiding Deputy Chairperson shall have, and exercise, a casting vote.
- 6.4.13. All official minutes, agendas, reports, policies, and mandates of the Council shall be published on the Union's website, save where a motion to defer publication for a stated period of time has been given assent by two-thirds of the members present.
- 6.4.14. The Clerk shall produce an Agenda in conjunction with the Chairperson, as per the Standing Orders of the Council. This Agenda shall be in draft format, until adopted at the beginning of the meeting by the members of the Council.
- 6.4.15. A Clerk shall be appointed by TU Dublin SU CLG to provide such technical and administrative supports as it may determine.
- 6.4.16. The Clerk and all staff members of TU Dublin SU CLG shall have attendance rights at sessions of the Student Council.

- 6.4.17. The Council shall not enact any policy which is in any respect repugnant to this Constitution, or which is unlawful.
- 6.4.18. A member of the Council may resign by informing the Chairperson in writing via the Clerk. The Chairperson may resign by informing the President in writing.
- 6.4.19. The Chairperson of the Council shall cause to have made a seal of the Union which shall be affixed to all required Union documents, including warrants of appointment, certification of impeachment and other technical communications and which shall be held in the office of the Clerk to the Council. The Council, having taken legal advice, shall determine the documents to which the seal shall be affixed.
- 6.4.20. Where it is not possible or practicable to convene a meeting of the Council, the Executive shall exercise limited powers and functions, on an interim basis. Where such powers or functions are exercised, the Executive, through the President, shall be accountable to the Council. The Executive will have delegated power when it is not feasible to get Council approval within the required timeframe. Any decisions will be recorded and presented to Council at the earliest opportunity.
- 6.4.21. The Executive shall have the right to defer the implementation of any decisions made by the Council, where they believe in their absolute discretion, that the decision is contrary to the Constitution or Union policy. The President will refer any such decision in writing within 24 hours of it being made to the Chairperson to the Council, who shall place the matter for priority discussion at the next scheduled meeting of the Council.

## **6.5 Committees of the Union**

- 6.5.1. The Council shall establish Standing Committees and may also establish Working Groups to advance the interests of the Union in its representational role and provide support and services to its members.
- 6.5.2. [Schedule C](#) sets out the Terms of Reference of the above Committees and those for Working Groups

## **6.6 The Executive**

The Student Council of the Union will delegate the day-to-day operation of the Union to the Executive which will be made up of the Full-Time officers of the Union. The Executive will be chaired by the President and will meet at least once a month. The quorum of the Executive will be 50% plus one of the membership which shall observe the Standing Orders of the Union. Decisions at the Executive will be by simple majority of those present.

## **Article 7 Officers of the Union**

### **7.1 President**

- 7.1.1. There shall be a President of the Union (the President), who shall exercise and perform the powers and functions conferred on the President by this Constitution and any additional functions, duties or responsibilities conferred by the Student Council. All registered students of the University shall be eligible to run for and vote in the election of the President.
- 7.1.2. The President shall be the chief spokesperson for the Union, representing all students of the University, and shall be, ex officio, a member of the University's Governing Body and Academic Council.
- 7.1.3. The President shall have the right of attendance and address at all meetings established within the terms of this Constitution.
- 7.1.4. The President shall be the principal delegate and spokesperson to the National Council and Annual Congress of the Union of Students in Ireland.
- 7.1.5. The President shall nominate a Deputy President from amongst one of the Overall Full-time Officers to fulfil the duties of President in the event of their absence, as set out in [Schedule J](#). The Full-time Officer so nominated shall be proposed for approval at the first meeting of Council following their nomination. In the interim period between nomination and the meeting of Council they shall be the Deputy President on the delegated authority of the President. In the event that the Full-time Officer so nominated is not approved by Council, the President shall make another nomination from amongst the other Overall Full-time Officers. The foregoing process shall apply to the nomination of a Deputy President at the outset of each students' union year and to filling of any vacancy that arises in respect of the position of Deputy President during the course of a Students' Union year.
- 7.1.6. In the event of permanent incapacity, resignation or removal from office, the Deputy President shall function as interim President. If the permanent incapacity, resignation, or removal from office occurs on or before 31<sup>st</sup> of October in a Students' Union year, a bye-election shall be held for the vacated position. Should the permanent incapacity, resignation or removal from office occur on or after 1<sup>st</sup> of November in a Students' Union year, the Deputy President shall become the President for the remainder of that Students' Union year, unless Council, by a two-thirds majority, voids such appointment within three weeks of the presidential vacancy arising, in which instance Council shall appoint a President from amongst the other Full-time Officers.

### **7.2 Full-Time Vice Presidents**

- 7.2.1 There shall be Full-Time Vice Presidents of the Union as set out in [Schedule B](#). These officers' positions shall carry out functions as set out in this Constitution and as determined by the

Council from time to time. This may include the strategic oversight of the operation of the Union on specific campuses, the development and implementation of policy, the operation of the structures and the provision of services in education, welfare, membership and commercial services, communications, postgraduate students, events, the chairing of meetings and any other duties so assigned by the Council, the Executive, and the President.

- 7.2.2. Vice Presidents shall be elected by the registered students of the electorate to which their office relates and as set out in [Schedule B](#) and the Electoral Regulations Manual.
- 7.2.3. All Officers shall be members of the Student Council and the Full-Time Officers will also be members of the Executive.
- 7.2.4. The Full-Time Officers shall be delegates to the Annual Congress of the Union of Students in Ireland.
- 7.2.5. In the event of the absence or temporary incapacity of any Officer the President shall delegate the responsibilities of that office, as appropriate, amongst the other Full-Time Officers.
- 7.2.6. In the event of permanent incapacity or in the event of death, resignation, or removal from office within the first half of their term of office the Electoral Commission shall decide after the recommendation of the Executive if a bye-election shall be held. Should this position become vacant beyond the first half of the term of office, the President shall delegate the responsibilities of that office, as appropriate, amongst the remaining Full-Time Officers, save for where the Electoral Commission after the recommendation of the Executive believes a bye-election to be appropriate.

### **7.3 Postgraduate Officer**

- 7.3.1 There shall be a Postgraduate Officer as set out in [Schedule B](#). This officer position shall carry out functions as set out in this Constitution and as determined by the Council from time to time. This may include the strategic oversight of the operation of the Union on specific campuses, the development and implementation of policy, the operation of the structures and the provision of services in education, welfare, membership and commercial services, communications, postgraduate students, events, the chairing of meetings and any other duties so assigned by the Council, the Executive, and the President.
- 7.3.2. The Postgraduate Officer shall be elected by postgraduate students.

### **7.4 Terms of Office**

- 7.4.1. All officers will be elected for a term of one year from 1<sup>st</sup> of July to 30<sup>th</sup> of June.

- 7.4.2. No individual shall serve for more than two terms in any one or any combination of Full-Time positions.

## **Article 8 Student Forum Meetings**

- 8.1. The Executive or Council may from time-to-time call Student Forum meetings (a Forum) to serve as a point of interaction between elected officers of the Union and students to consider matters of specific relevance to any campus, school or college.
- 8.2. Any member may request a Student Forum to be held as above from the Clerk of Council. The request must be supported in writing by 50 members from any campus, school or college.
- 8.3. A Clerk shall be appointed by Union to provide such technical and administrative supports for Student Forum Meetings as it may determine.
- 8.4. A Student Forum shall be open to any student normally studying in the specific campus, school or college.
- 8.5. The Executive shall nominate the Chair of the Student Forum in conjunction with the student who requested the Student Forum. In the event that the Executive or Student Council request a Student Forum they shall nominate the Chair of the Student Forum.
- 8.6. The Chair shall be responsible for the Forum meeting agenda and minutes. They shall be made available on the Union website and shall be considered by the Council regarding the development of Union policy.

## **Article 9 Elections and the Electoral Commission**

- 9.1. The Union shall establish an Electoral Commission (the Commission) which shall regulate the operation of all elections, plebiscites, referenda, confirmation ballots or other ballots and advise on the schedules relating to elections.
- 9.2. The Student Council shall appoint an Independent Chairperson of the Electoral Commission who shall not have been a member of the Union for a period of at least four academic years preceding their nomination. They will serve for a three-year term and shall be eligible to be appointed for a second three-year term as set out in [Schedule H](#). The Chairperson of the Electoral Commission shall act as Chief Returning Officer and determine matters of procedure for the Commission in accordance with this Constitution.
- 9.3. The Commission shall include an elected officer of the Union who shall normally be the President.

- 9.4. The Student Council shall also appoint four students who are registered students of the University, to be members of the Commission for a one-year term and can be appointed for a maximum of two further one-year terms.
- 9.5. Any student seeking election to any Full-time or Postgraduate Officer position in the Union who is a member of the Commission shall be deemed to have vacated their membership of the Commission upon submission of their nomination. In the event that the President vacates membership of the Commission another elected officer shall be nominated by the Executive. The President shall immediately be re-instated as a member after the election.
- 9.6. Other casual vacancies in the Commission may be filled by nomination from Council. Where any vacancies must be filled outside of the term of the Council members may be nominated to the Commission by the Executive, subject to the approval of the Council at its earliest meeting after the co-option.
- 9.7. The Commission shall produce an Electoral Regulations Manual which shall be presented to the Student Council for noting on an annual basis. This shall include, but not be limited to, regulations providing a framework for, among other matters: electoral processes, eligibility to vote, the constituency for each position, and the eligibility to be nominated as a candidate for any position within the Union, the schedule for holding elections, the nomination and withdrawal process for candidates, the conduct of ballots, the counting of votes, the conduct of any candidate or their supporters or campaign group in any ballot and complaints or appeals processes to all of the above. The decision of the Commission on matters relating to elections shall be final, subject to an appeal to the law.
- 9.8. The Commission will be bound by the following specific terms:
- 9.8.1 Voting in Union Elections is by secret ballot by means of the single transferable vote, as per the Electoral Acts, with the exception of Class Representative elections, which shall operate in a manner as decided by the Electoral Commission.

## **Article 10 Nominations to University Boards and Committees**

- 10.1. Nominations, except where the positions are ex officio, to all University board committees and other groups shall be made by the Executive and Student Council shall be notified of such nominations.
- 10.2. The President and the Postgraduate Officer shall be ex officio members of the Governing Body and the Academic Council.
- 10.3. The third student position on the Governing Body shall be chosen by the Executive from amongst the Full-Time Officers subject to the requirement of gender balance amongst the three positions. Should the third position not be capable of being filled because of the gender requirement the choice will be made by the Executive from among the membership of the Council.

- 10.4. Nominees to campus, school or college specific bodies shall be made by the Executive and must be from amongst officers or student representatives from the campus, school, or college in question.
- 10.5. Such appointments must recognise that they are the representatives of the Students' Union and within the terms of confidentiality required by any such body they are subject to the Constitution and policy of the Union.

## **Article 11 Principles for Service Delivery**

- 11.1. The Union shall strive to ensure equal access for all of its members to services and supports by the Union and University and shall seek to ensure that service is delivered to a high standard, and on a fair and equitable basis across the campuses of the University.
- 11.2. The Executive shall cause surveys and other instruments of conducting research into the opinion, practices and procedures of the University and the Union on a regular basis. Such research may be used for the purposes of improving the quality and delivery of services and supports to the membership by the Union and the University.

## **Article 12 External Relations**

- 12.1. The Union affirms its support to the ideal of co-operation among organisations whose aims, and objectives are in broad agreement with the Union's in matters relating to higher education, training and the advancement of knowledge.
- 12.2. The power of the Union in connection with its external relations shall, in accordance with this Constitution, be exercised by or on the authority of the President.
- 12.3. The Union shall be a member organisation of the Union of Students in Ireland. The President shall report to the Student Council and the Executive on the interaction between the Union of Students in Ireland and the Union, on a regular basis as agreed by the Executive.
- 12.4. All persons seeking support for election to Full-Time offices with the Union of Students in Ireland may address a meeting of the Student Council who shall, following a secret ballot, bind and mandate the Union's delegation to the Annual Congress or other electing convention to vote for candidates only of the Council's choosing.
- 12.5. All Union delegates to the Annual Congress of the Union of Students in Ireland shall be selected to attend by the Executive, and noted by the Council, save where otherwise prescribed by this Constitution. The Executive shall regulate the terms and conditions pertaining to all Union delegates attending.

- 12.6. No policy of an external organisation, even where the Union is a member, shall be part of the policy of the Union, save as may be determined by the Council in accordance with law.

### **Article 13 Interpretation of Constitution**

- 13.1. The Independent Chairperson of Student Council shall have authority to interpret the Constitution. Such interpretations shall be final and binding. Prior to issuing an interpretation, the Independent Chairperson, if they consider it necessary, may seek legal advice. When a decision is made interpreting the constitution, it should be written down, and kept as a record by the clerk of council for students to see.
- 13.2. Any member, officer, meeting, or group established under the terms of this Constitution, shall have the right to seek an interpretation.

### **Article 14 Amendments to the Constitution - Excluding the Schedules**

- 14.1. Any provision of this Constitution may be amended, whether by way of variation, addition, or repeal in a manner provided for by this article.
- 14.2. Article 14.1 may be activated by way of a petition moved by any one of the following:
- a. not less than two percent of the membership of the Union.
  - b. 25% of the membership of the Student Council.
  - c. the Executive following a majority vote.
  - d. the recommendation of the Electoral Commission.

Such a petition which includes the proposed amendments must be presented to the Student Council where it must receive the support of fifty percent plus one of the total membership of the Council.

- 14.3. Following acceptance of the petition by the Student Council, the Chairperson shall seek legal advice to consider implications of the proposed amendment and report back within a period set by the Council.
- 14.4. The Council, having considered the legal advice, shall decide whether the proposed amendments shall be progressed to referendum by way of a vote, where it must receive the support of 50% plus one of the total membership of the Council.
- 14.5. The Clerk to the Council shall forward the duly passed petition to the Electoral Commission to be submitted to referendum for the decision of the membership, in accordance with such terms, as the Electoral Commission shall so decide and the provisions of this Constitution. A referendum shall take place no later than three calendar months from the decision of the Council to amend the Constitution.

- 14.6. Every petition, which is submitted by referendum to a decision of the membership shall be held to have been approved by the members, if upon having been submitted, a majority of the votes cast at the referendum shall have been cast in favour of the proposal, providing that the voter turnout is not less than ten percent of the total membership of the Union.

## **Article 15 Amendments to Schedules to the Constitution**

- 15.1. Schedules shall be understood to be supporting detail to the articles of this Constitution and shall be as binding on the operations of the Union except where;
- a. a Schedule is in contradiction with an Article, the Article will always take precedence over the Schedule, and
  - b. nothing contained in any proposed schedule is in breach of the laws of Ireland or is prejudicial to good governance of the Union, under the terms of this Constitution.
- 15.2. Schedules may be added to, amended or deleted from the Constitution by way of a petition moved by any one of the following:
- a. not less than two percent of the membership of the Union.
  - b. 25% of the membership of the Student Council.
  - c. the Executive following a majority vote.
  - d. the recommendation of the Electoral Commission.

Such petition which includes the proposed amendments must be brought before the Student Council, where it must receive the support of fifty percent plus one of the total membership of the Council.

- 15.3. Following acceptance of the petition by the Student Council, the Chairperson shall seek legal advice to consider implications of the proposed amendment and report back within a period set by the Council.
- 15.4. The Council, having considered the legal advice, shall decide as to whether the Schedule should be added to, amended or repealed by way of a vote, where it must receive the support of 50% plus one of the total membership of the Council.
- 15.5. The adopted petition will then be brought to the attention of the members in a manner deemed appropriate by the Electoral Commission. Where 10% of the membership objecting in writing to the petition within 28 days it will then be put to the membership by referendum in the same manner as a provided for in Articles 14.6 and 14.7, otherwise the amendment, as adopted by the Council, shall stand.

## **Article 16 Transfer of Undertakings**

- 16.1. All powers, functions, rights, privileges, rights of nomination, contracts, liabilities and other matters whatsoever exercisable in or in respect of Dublin Institute of Technology Students' Union, IT Tallaght Students' Union and IT Blanchardstown Students' Union or any other commercial entities owned or associated thereto, immediately before 1<sup>st</sup> July 2019 whether by virtue of the Constitution(s) then in force or otherwise, by the authority in which the executive powers of the Dublin Institute of Technology Students' Union, IT Tallaght Students' Union and IT Blanchardstown Students' Union was then vested, were as of 1<sup>st</sup> July 2019 and continue to be declared to belong to the Union.
- 16.2. It is hereby enacted that, save to the extent to which provision is made by this Constitution or may hereafter be made by way of policy for the exercise of any such powers, functions, rights, privileges, rights of nomination, contracts, liabilities and other matters by any of the organs established by this Constitution, the said powers, functions, rights, privileges, rights of nomination, contracts, liabilities and other matters shall not be exercised or be capable of being exercised in or in respect of the Union save only by or on the authority of TU Dublin SU CLG.

## **Article 17 Recall of Office and Impeachment**

### **17.1. Recall of Office**

- 17.1.1. Any person that is elected to a position can be removed by a majority vote of the same constituency or forum that elected them.
- 17.1.2. To trigger a vote for a recall of office, 10% of the relevant electorate must sign a petition to the Electoral Commission to arrange the recall of office vote, which vote must occur within two weeks of receipt of a valid petition.
- 17.1.3 The office holder (the subject of the recall of office vote) shall be notified by the Electoral Commission as soon as may be practicable following receipt of the petition.
- 17.1.4. Any such recall of office vote shall be conducted by secret ballot.
- 17.1.5. This Article 17.1 shall apply to all persons elected to internal or external positions within or on behalf of the Union, save for the Union Executive to which Article 17.2 shall apply.

## 17.2 Impeachment of Officers

- 17.2.1. A member of the Union Executive may be impeached and removed from office in accordance with this Article 17.2, following a petition, endorsed by Council, and an impeachment vote in accordance with the following provisions.
- 17.2.2 To commence the impeachment process a petition to impeach the relevant member of the Union Executive must be signed by 200 members for campus specific roles and 400 or more members for overall roles. The reasoning for impeachment must be clearly stated when aiming to commence an impeachment process.
- 17.2.3 Upon obtaining the requisite number of signatures the petition shall be presented to the Independent Chairperson of Council, who shall convene a meeting of Council to discuss the petition within one week of receipt of same.
- 17.2.4 Council shall consider whether or not to endorse the petition and the member of the Union Executive the subject of the petition shall be given the opportunity to speak against Council endorsing the petition. The person (or one of their number if more than one) who presented the petition to the Independent Chairperson of Council shall also be given the opportunity to speak at that meeting of Council.
- 17.2.5 If less than two-thirds of the members of Council vote to endorse the petition then the petition shall be dismissed, and the process terminated.
- 17.2.6 If two-thirds or more of the members of Council vote to endorse the petition then the Electoral Commission shall be notified forthwith by the Independent Chairperson of Council and the Electoral Commission shall convene an impeachment referendum for the constituency from which the member of the Union Executive the subject of the petition has been elected. The impeachment referendum shall occur no earlier than three weeks and no later than six weeks from the date of the Council meeting which endorsed the petition.
- 17.2.7 If a simple majority of members voting in the impeachment referendum vote in favour of impeachment then the member of the Union Executive the subject of the petition shall be deemed to have been impeached and their position vacated from the moment that the result of the impeachment referendum has been declared.
- 17.2.8 If a simple majority of members voting in the impeachment referendum do not vote in favour of impeachment then the member of the Union Executive the subject of the petition shall continue in office.

## Schedules to the Constitution

### Schedule A - Locations for Class Representative Meetings

The Class Representatives Meetings shall be organised around the following campus locations:

- **Aungier Street and Bimm (AST/Bimm)**
  - **Blanchardstown (BN)**
  - **Bolton Street Campus (BST)**
  - **Grangegorman Central Quad (GG Central)**
  - **Grangegorman East Quad (GG East)**
  - **Tallaght (T)**
1. Annex and satellite sites shall be assigned to one of the above locations by the Council on the advice of the Commission.
  2. Where programmes within a school are not delivered within reasonable proximity to one another, or where a programme involves sharing of modules across schools, a case may be presented to the Commission to allow for a derogation from this Schedule in that specific case. Such derogations must be approved by the Council.
  3. Normally the Class Unit will be defined as the group of students on any one year of a programme. Wherever a year / programme is split into administrative units; streams, or groups and where there are no overlapping or common classes or modules, a Class Representative may be elected to represent the interests of such a unit, stream, or group.
  4. A Full-Time Officer will be assigned to assist and support each Class Representative Meeting.
  5. The number of representatives, both in total and per campus location, to be known as Student Councillors, that Class Representatives Meetings shall elect to the Student Council of the Union, shall be determined by the Electoral Commission

6. Where structural or other changes occur in the University, the Electoral Commission shall ensure that the democratic structures of the Union are reflective of these changes and shall recommend any such changes to the Student Council. Any such changes will be subject to the process to amend Schedules as set out in the Constitution.

## **Schedule B - Titles of Full-Time and Postgraduate Officers**

The following officers will be elected for one-year terms each academic year to full-time positions of the Union for the upcoming year from 1<sup>st</sup> July to 30<sup>th</sup> June:

### **President**

President of the TU Dublin Students' Union

### **Vice Presidents**

Vice President for Academic Affairs, TU Dublin Students' Union (Overall)

Vice President for Welfare and Equality, TU Dublin Students' Union (Overall)

Vice President for Events and Engagement, TU Dublin Students' Union (Overall)

Vice President for Communications and Media, TU Dublin Students' Union (Overall)

Blanchardstown Campus Vice President, TU Dublin Students' Union

City Campus Vice President, TU Dublin Students' Union

Tallaght Campus Vice President, TU Dublin Students' Union

### **The Postgraduate Officer**

The Postgraduate Officer will be elected for a one-year term before the end of April in each academic year to part-time position of the Union for the following year of 1<sup>st</sup> July to 30<sup>th</sup> June.

## **Schedule C - Terms of Reference of Committees of the Council**

In accordance with Article 6.5.2 of the Constitution, the Student Council may establish such committees as it sees fit to assist it in the effective and efficient management of the Union's business.

Committees shall be of two distinct types:

### **1. Standing Committees**

- 1.1. Standing Committees may be established to deal with topics which are central to the ongoing experiences of students.
- 1.2. Standing Committees shall be made up of not less than four and not more than ten members including the Full-Time Officers or Postgraduate Officers whose portfolios relate to the business of a Standing Committee and three members of the Student Council who are not elected officers.
- 1.3. Remaining members should be chosen because of the specific skills and experience they have in relation to the Terms of Reference of the Committee and need not be limited to members of the Council or Executive and may include a maximum of two members who are not members of the Union.
- 1.4. The quorum for a meeting shall be three including at least one member of the Executive.
- 1.5. The term of membership of each Standing Committee is one year and no member of a standing committee shall serve more than three years on that committee either consecutively or cumulatively.

### **2. Working Groups**

Working Groups may be established from time to time for a prescribed period of time to undertake one-off tasks as defined in the Terms of Reference approved by the Student Council

## Schedule D - Regulation of Elections and Elected Roles

1. Eligibility to be a candidate and to vote shall be limited to those registered students who are on the register on the date of the holding of an election and it will be a requirement to produce a valid current student card or other proof of current student registration in order to accept a nomination to any elected position and to vote.
2. All elected Officers shall hold office for a term of one year from the 1<sup>st</sup> of July to the 30<sup>th</sup> of June in the following calendar year, even where a person enters into the office at a later point from the 1<sup>st</sup> July. All officers shall relinquish their office on the 30<sup>th</sup> of June, unless before the expiration of that period they cease to be able to perform the functions of the office for reasons of health, resignation or are removed from office.
3. At the time of taking up office, all part-time elected officers must be a registered student of the University for the duration of their term.
4. Any candidate seeking to be elected as a Postgraduate Officer must be a current registered student studying at level 9 or above in the University, at the time of their election, and for at least 4 months of their term-of-office
5. Every candidate seeking election to an officer position must be nominated by a number of registered students as determined by Electoral Commission (from the relevant campus or University as appropriate) in accordance with regulations approved by the Student Council.
6. In the case of all elections, a “re-open nominations” option will be on the ballot paper together with the name(s) of the nominated candidate(s).
7. All candidates seeking election to a Full-Time or Postgraduate Officer position shall put in the hands of the Electoral Commission a manifesto which the Electoral Commission shall circulate generally to members. The Electoral Commission shall prescribe the format of the manifesto.
8. Full-Time Officers shall hold no other elected office in the Union save those provided for by the terms of this Constitution, nor shall they hold any elected office in a recognised club or society of the University or in any informal grouping organised in the University.
9. Postgraduate Officer and Part-time Officers shall hold no other elected office in the Union save those provided for by the terms of this Constitution but may be a member of a recognised club or society of the University or in any informal grouping organised in the University.

10. Officers shall conduct themselves independently of any party-political affiliation and not support any political issue that is contrary to the provisions of this Constitution.
11. The Full-Time or Postgraduate Officers shall enter upon their office on 1<sup>st</sup> of July except where if there is a vacancy in the position to which they have been elected they may, on the recommendation of the Electoral Commission and the approval of two-thirds of the Student Council, take up the post on a date prior to 1<sup>st</sup> of July and serve until 30<sup>th</sup> of June of the following year.
12. Full-Time officers and the Postgraduate Officer, following the taking and subscribing publicly in the presence of the members of the Student Council and the members of the Electoral Commission, shall declare the following oath of office, which shall be attested by the Chairperson of the Council and the Chairperson of the Electoral Commission:
 

*“I do solemnly and sincerely promise and declare that I (N) will uphold the Constitution of the Technological University Dublin Students’ Union and upholds its provisions, that I will fulfil my duties faithfully and diligently in accordance with the Constitution and I will dedicate my abilities to the service and welfare of the membership of the Union”.*
13. In the event of alleged conduct on the part of a Full-time Officer, which in the joint opinion of the Independent Chairperson of Council and the external Chairperson of the Board of Directors is capable of bringing the reputation of the Union into disrepute, TU Dublin SU CLG may suspend or otherwise restrict such Full-time Officer pending further investigation of the alleged conduct and/or the undertaking of an impeachment process.

During a period of suspension TU Dublin SU CLG may require such Full-time Officer to desist from styling themselves as being the holder of their office and/or cease to perform any functions of the office of the Union, until such time as investigations (if necessary) have been completed, and/or any impeachment process concluded. Where TU Dublin SU CLG deems it necessary to suspend or restrict a Full-time Officer, TU Dublin SU CLG shall notify the affected officer and the President. In apposite circumstances TU Dublin SU CLG may indicate to Council that it considers it appropriate that a Full-time Officer be impeached.

## **Schedule E - Roles and Responsibilities of Officers and Elected Representatives**

### **1. The Roles and Responsibilities of the President**

1. The President shall be a full-time salaried position and provided with a job description.
2. The President shall be the chief spokesperson for the Union and shall ex officio be a member of the Universities Governing Body and Academic Council.
3. The President shall be a member and Chair of the Executive, and member of the Student Council.
4. The President shall have the right of attendance and speaking at all meetings convened under the terms of this Constitution.
5. The President shall be the principal delegate and spokesperson to the National Council and Annual Congress of the Union of Students in Ireland.
6. The President shall have overall responsibility for the leadership and the management of the Union and shall endeavour to co-ordinate Union activities and services across all campuses in the interests of the members.
7. Subject to this Constitution, additional powers and functions, may be conferred on the President by the Student Council.

### **2. The Roles and Responsibilities of Vice-Presidents**

1. The Vice Presidents shall be full-time salaried positions and provided with a job description.
2. The Vice Presidents shall carry out functions as determined by the Student Council from time to time, including the strategic development of services in the field of academic affairs, welfare, equality, events and engagement, communications and media, and any other duties assigned by the Student Council, Executive or the President.
3. Vice Presidents shall be members of the Student Council and shall attend Class Representative Meetings across the campuses.
4. Vice Presidents shall be delegates to the Annual Congress of the Union of Students in Ireland.

5. Vice Presidents shall work with officers of other campuses to develop University wide policy and services in their area of responsibility.
6. Subject to this Constitution, additional responsibilities may be conferred on the Vice President by the President, the Executive and the Student Council.

### **3. The Roles and Responsibilities of the Postgraduate Officer**

1. The Postgraduate Officer is a part-time position paid at an hourly rate and provided with a job description.
2. The Postgraduate Officer shall be an *ex officio* member of the Governing Body and Academic Council of the University.
3. The Postgraduate Officer shall carry out functions as determined by the Student Council from time to time, including representing the views of postgraduate students, electing Class Representatives, engaging with postgraduate students or any other duties prescribed by the Student Council, the Executive or the President.
4. The Postgraduate Officer shall have the right of audience and attendance at meetings of the Student Council and Class Representative Meeting.
5. The Postgraduate Officer shall have first refusal to attend the Annual Congress of the Union of Students in Ireland.
6. Subject to this Constitution, additional powers and functions may be conferred on the Postgraduate Officer by the Student Council, the Executive and the President where appropriate.

### **4. The Roles and Responsibilities of Class Representatives**

1. This is an elected representative role in which students act on a voluntary basis.
2. The fundamental responsibility of the role is to act on behalf of the class and to create a strong link between the class and the representative structures of the Union and the University so as to allow for issues to be addressed and reported on. They will attend the Class Representative Meeting for their campus.
3. The Class Representative will attend the appropriate University meetings where students have a voice on matters affecting their class and which are specifically concerned with the quality assurance of their programme. They shall provide feedback to their class following all such meetings.

4. The Class Representative will play a strong role in developing student engagement within the class that they represent.
5. A student chosen to be a representative by their class shall not be deemed to be a Class Representative until they have registered with the Union through submission of their nomination form.
6. The Class Representative is accountable to the students within the class that they were elected from, and they should inform themselves of any issues concerning that class, which should be a matter for the Class Representative Meeting, the Student Forum or other appropriate organ of the Union.

## **5. The Roles and Responsibilities of Student Councillors**

1. This is an elected representative role for which students act on a voluntary basis.
2. Student Councillors will be elected by, but do not have to be a Class Representative of their campus. However once elected a Student Councillor must attend meetings of the Class Representatives in their campus.
3. The fundamental functions of the role are to actively participate in the Student Council by bringing their experience to propose and influence mandates and policies and hold the officers to account.
4. The Student Councillor will play a strong role in developing student engagement within the cohort of students that they represent.
5. The Student Councillor is accountable to the Class Representative Meeting from which they were elected, and they should inform themselves of any issues concerning that campus which should be a matter for the Student Council.

## **6. Roles and Responsibilities of Part-Time Officers**

1. This is an elected representative role for which students act on a voluntary basis
2. Any registered Student is eligible to run for the role of Part-Time Officer.
3. Part-Time Officers are elected by Student Council, generally in the last Student Council Meeting of the Academic year for the following one-year term.
4. Part-Time Officers are Ex-Officio members of Student Council.

5. Part-Time Officers will actively advocate for the wellbeing and rights of the students across the University in the following fields defined in their roles as follows:
  - a. Gender Equality
  - b. Sustainability
  - c. ACCESS
  - d. Ethnic Diversity
  - e. Mature Student
  - f. International Student
  - g. Gaeilge,
  - h. LGBTQ+ Rights
  - i. Disabilities.
6. Part-Time Officers will hold Full-Time Officers accountable for their work, and bring motions and policies for the Executive to work on.
7. Part-Time Officers are accountable to Student Council.
8. Subject to this Constitution, additional roles may be conferred by Student Council where appropriate.

## **Schedule F - Standing Orders for the Regulation of Student Council Meetings**

For the regulation of meetings of the Technological University Dublin Students' Union

### **Guiding Principles**

- ii. In the conduct of its business, all meetings of the Union will always operate to safeguard the standing of the Union among its members and other parties.
- iii. All members will be afforded the opportunity to fully contribute to meeting deliberations and where necessary, provide constructive challenge. At the same time, the Chair and members will guard against attempts by a member/s to exert excessive influence over decision making.
- iv. The Chairperson will foster a culture which supports openness and debate and facilitates effective contributions from students and others invited to participate in any part of any meeting.

### **1. Introduction.**

- 1.1 These Standing Orders are adopted to set out the approach that the Students' Union aspires to in planning for and conducting all its meetings. The spirit – and as far as is possible, the letter of these Standing Orders, will inform the procedures to be adopted before, during and after all meetings, except for meetings of the Student Council, which must comply with the totality of these Standing Orders.
- 1.2 These Standing Orders are also binding on the Executive except as otherwise set out in Appendix One, where some specific modifications are recognised, given the frequency of its meetings and the numbers of its members.
- 1.3 At its first meeting, the Student Council shall agree its schedule of meetings. Meetings shall not be postponed unless it is known in advance that any specific meeting will be inquorate and therefore will be unable to conduct any business. These schedules will be published online.

### **2. Notice of Meetings and Agenda**

- 2.1 The Chairperson, following consultation with the members, may require the convening of an additional unscheduled meeting.
- 2.2 An unscheduled/short notice meeting may, at any reasonable time, be convened by the Chairperson, or on request from at least 20% of those entitled to attend, provided there are 30% of members present. Such shorter notice will be valid only if ratified by at least 50% of those entitled to attend the meeting called at short notice. Where such a meeting is validly held the minutes of such a meeting are laid before the next scheduled Meeting.

- 2.3 All documentation to be circulated for meetings must be submitted to the Clerk no later than seven (7) working days in advance of the meeting.
- 2.4 At least five (5) working days before any meeting, every member entitled to attend shall be issued with an electronic copy of:
- 2.4.1 A notice convening the meeting giving time and place,
- 2.4.2 A draft Agenda (which shall only be issued with the prior agreement of the Chairperson)
- 2.4.3 All reports and other documents referred to in, or to be read with the Agenda.
- 2.5 The notice for the meeting will be forwarded to every member entitled to attend. If there are any reports or other documents, copies of which cannot for good reason be circulated with the Agenda, these may, at the Chairperson's discretion, be tabled at the meeting and will subsequently be circulated in electronic form to all members. Verbal reports should not be accepted as normal practice especially at meetings of the Students Council and Executive.
- 2.6 Failure to receive notice of a meeting will not invalidate a meeting or any business transacted at that meeting, provided proof of its being sent is available.
- 2.7 Any matter or business not set out in the Agenda may be raised at the meeting and may be discussed or decided, provided the consent of the Chairperson is sought in advance of the meeting and if agreed by the majority of members present at the time of the adoption of the Agenda for the meeting.
- 2.8 The Clerk will normally make all necessary arrangements for meetings and will inform the Chairperson in advance of all such arrangements.
- 2.9 A majority of those present, provided that number constitutes a quorum, may adjourn any meeting to any other time or place.

### **3. Quorum**

- 3.1 Except where it is specifically set out in the Constitution the quorum for each type of meeting will be 25% plus one person of the total number of people entitled to attend that meeting.
- 3.2 Any council member can call for quorum, at which point a count of members present will be done. If the meeting is not quorate, no decision which will bind the Union can be made and the official meeting will be suspended.

### **4. Proceedings at Meetings**

At a meeting:

- 4.1 The Chairperson shall, if present, be chairperson of the meeting.
- 4.2 If the Chairperson is not present, or the office of the Chairperson is vacant, a member previously chosen as Deputy Chairperson shall act as Chairperson. Where a Deputy has not been previously chosen the meeting shall elect a chairperson solely for the purpose of the specific meeting. Any power or duty assigned to the Chairperson under these Standing Orders in relation to the conduct of a meeting may be exercised by the person presiding at such meeting.
- 4.3 Where any member present at a meeting has a material interest in a matter for discussion they shall:
  - 4.3.1 Disclose such interest no later than under the standard item on the agenda, 'Declaration of Conflict(s) of Interest'.
  - 4.3.2 Neither influence nor seek to influence a decision to be made in relation to the matter
  - 4.3.3 Absent themselves from the meeting when the matter is being discussed.
  - 4.3.4 Take no part in relevant deliberations.
  - 4.3.5 Refrain from voting on any relevant matters.
  - 4.3.6 Not count for quorum purposes for that item only.
  - 4.3.7 Relevant disclosures shall be recorded in the minutes of the meeting(s) concerned.
- 4.4 The Chairperson of the Student Council shall ensure fair and orderly conduct of a meeting. They shall seek a speaker on each item who shall have a maximum three minutes to speak. Speakers taking an alternative position shall then alter with each other to debate any matter and this may be interspersed with questions seeking clarity provided these are not contributions either for or against the position of the initial speaker on the item. The Chair may also facilitate contributions from members who are neither for nor against any item, but who wish to make a contribution.
- 4.5 Only members of the Student Council may speak at a meeting. Non-members may only speak with the express permission of a majority of the members present.

## **5. Order of Business**

- 5.1 The Order of Business at meetings will include:
  - 5.1.1 To choose a person to chair the meeting if the Chairperson is absent
  - 5.1.2 Adoption of the Agenda.
  - 5.1.3 To approve as a correct record and sign the minutes of the last meeting and any short notice meeting which may have been held since the last scheduled meeting

5.1.4 Matters arising from the minutes not on the agenda for information only.

5.1.5 Motions and Policies, if any

5.1.6 Elections, if any

5.1.7 Discussion Items

5.1.8 Questions for Part-Time Officers

5.1.9 Reports from Full-Time Officers and others assigned tasks at previous meetings

5.1.10 Reports from appropriate other bodies within the Union, the University and any body to which the Union is affiliated/is a member

5.2 The above order of business may be varied by the Chairperson at their discretion.

5.3 At a short notice meeting of any meeting of the Union only business specified in the notice convening that meeting will be transacted at that meeting.

## **6. Decision making Processes**

6.1 Every motion, policy, amendment to a motion/policy must be in a written format and be proposed and seconded in writing to the Clerk. The motion or policy will be put forward once the proposer has concluded their opening speech. The proposer has the right to reply immediately before a vote is taken.

6.2 Councillors may not ask clarifying questions when a motion/policy is being proposed or debated except at the discretion of the Chairperson.

6.3 All questions for part-time officers or other communications including those prescribed by the Constitution, shall be submitted to the Clerk by 12 noon on the day of the scheduled meeting. The Chairperson may allow questions for part-time officers at the meeting at their absolute discretion. Emergency motions not on the Agenda will be accepted at the discretion of the Chairperson.

6.4 All 'matters arising' will remain on the agenda until completed to the satisfaction of the meeting.

6.5 Any matters not included when the agenda is circulated, which a member wishes to have on the agenda, must be submitted to the Chairperson prior to the meeting. The Chairperson will decide whether to include this in the agenda, at their sole discretion but in general it shall be disallowed unless the Chairperson believes it is a matter which cannot wait until the next scheduled meeting.

- 6.6 If an amendment is passed on a motion/policy/report that was itself passed in a previous meeting, the original motion/policy/report with the amendment will become the substantive motion/policy, and further amendments can be made.
- 6.7 Only one motion/policy or report, or any amendments to a motion/policy/report that was itself passed in a previous meeting, may be put before the meeting at any one time.
- 6.8 Each Full-Time or Postgraduate Officer must be available for questions on their written Officer Report. They can make verbal additions to their Report at the discretion of the Chairperson.
- 6.9 If at any time there is no discussion, the Chairperson may ask whether there is any discussion, opposition or amendment and if not, shall declare the matter to be approved.
- 6.10 Should disorder arise, the Chairperson at their discretion is entitled to adjourn the meeting and quit the chair. On doing so, the meeting shall be immediately adjourned. The Chairperson shall give their reason for doing so at the following meeting, where there shall be no discussion thereon.
- 6.11 No member shall use any offensive expression to any member of the meeting.
- 6.12 No member shall conduct themselves in a way that is against the maintenance of order. Any member who has been disruptive to the meeting will get a warning from the Chair, and this will be minuted. After the 2nd warning, the member will be suspended from the meeting with the approval of the majority of the members present.
- 6.13 The use of mobile phones, laptops and other electronic devices may be allowed where it is the view of the Chairperson that their use contributes to the proceedings.
- 6.14 There should be a break during every meeting, exercised at the discretion of the Chairperson, where the meeting runs over two hours.

## **7. Points of Order**

- 7.1 A Point of Order shall be related only to the conduct of the meeting and not the subject of the debate. Points of Order shall have priority over all other business except the acts of voting (unless they refer to the conduct of the vote) and they will not be discussed. Any member may raise a Point of Order, providing that they do so immediately and state that they rise on a 'Point of Order'.
- 7.2 A Point of Order is a matter raised during the debate of a motion or policy concerning the rules of procedure as set out in the Constitution these Standing Orders or other policy of the Union. A Point of Order may be raised if the rules appear to have been broken. This may interrupt a speaker during debate, or anything else if the breach of the rules warrants it. The Point is to be resolved before business continues. The Point of Order calls on the Chairperson to make a ruling. It is not allowed to use a Point of Order to ask a question of information or procedure. The Chairperson may rule on the Point of Order or submit it to the judgment of the meeting.

## **8. Points of Information and Clarification**

- 8.1. Points of Information may be raised in the same way as Points of Order, but only if allowed by the speaking member. They shall consist of relevant information offered to that member.
- 8.2. Points of Clarification may be raised in the same way as Points of Order. They shall consist of relevant questions that are neither for or against the presented issue.

## **9. Procedural Motions**

Procedural motions are used to assist the chair in moving debate along. Procedural motions empower members to take control of the debate and ensure it is moving in an appropriate direction. The procedural motions are:

- a. A motion that the question be now put forward
  - b. A motion that the question not be put forward
  - c. A motion that the question be amended (this may include the inclusion or deletion of text)
  - d. A motion to refer the matter to a specified later time, date, meeting, officer or committee
  - e. A challenge to the Chairperson's ruling
  - f. A motion of no confidence in the Chairperson for the remainder of the meeting
- 9.1. Procedural motions must have a seconder. They may not be proposed while any member is speaking on a Point of Order, Point of Information, Point of Clarification or during the act of voting.
  - 9.2. The Chairperson may refuse to accept a procedural motion which is similar or related to the same subject which was defeated in the previous 15 minutes. The Chair may also decline or accept a Procedural Motion 9a or 9b, prior to two speakers speaking for and against.
  - 9.3. Procedural motions 9(a-f) shall be voted on without discussion. The proposer may speak for 2 minutes followed by a speaker against for 2 minutes. It shall then go to a vote.
  - 9.4. In the event of procedural motion 9a being passed the Chairperson shall allow the proposer of the original motion to summate before the vote.
  - 9.5. Once a procedural motion 9c has been called, the Council shall firstly vote on whether to accept the amendment to the motion/policy as outlined by the proposer. If this is not passed, the motion/policy shall proceed in its original format.
  - 9.6. In the event of a procedural motion 9e being called, the Chairperson shall have priority in speaking against the motion and shall leave the chair until a vote is taken. In proposing a 9e the

proposer must state where the Chairperson's ruling has not followed points of order and procedure either within the Constitution or these Standing Orders.

- 9.7. For a procedural motion 9f to proceed, a motion must be put before the meeting and must receive the support of two thirds of those in attendance at that meeting. The Chairperson has priority speaking against the motion and will leave the chair until a vote is taken.
- 9.8. In the event of a procedural motion 9f being passed, the Deputy Chairperson shall preside over the remainder of the meeting.
- 9.9. No procedural motion shall be called whilst another procedural motion is being discussed unless a 9e or 9f is called.

## **10. Student Visitors and External Guests**

- 10.1. Students who are not members of the meeting are welcome to attend the Student Council meeting as visitors. On arrival they should identify themselves to the Chairperson. They will be invited to sit at the back of the room and must remain seated at all times. If they wish to speak on any matter before the meeting, they must inform the Chairperson before the meeting commences, so that an appropriate opportunity, at the Chairpersons discretion, can be found for them to do so or with the express permission of a majority of the members present.
- 10.2. Visitors cannot speak while a formal motion or policy is being put to the meeting, and at all other times should only contribute to the meeting, with the consent of the meeting by simple majority. A Student Councillor can opt to allow a visitor to speak for them during a motion or policy, if they receive the consent of Council by simple majority.
- 10.3. External guests may be invited by to attend meetings, or apply to present to the Council, through the Clerk at least seven (7) working days prior to the meeting. Their attendance will be decided on by the Chairperson with the approval of the meeting.

## **11. Suspension of Standing Orders**

- 11.1. These Standing Orders may be suspended when a motion to that effect is passed by a 2/3 majority of those in attendance at any meeting. Such motions will require a proposer and a seconder and shall state why Standing Orders should be suspended. The motion will be put to a vote without discussion. Such a motion may not be proposed during a Point of Order/Information or during the act of voting.
- 11.2. Only the business for which Standing Orders has been suspended, may be discussed during the suspension of Standing Orders.

## **12. Minutes of Meetings**

- 12.1. Minutes of all meetings will be kept by the Clerk and a draft will be circulated within seven (7) working days to each member who should raise any matters of clarification or accuracy within 7 days of having received the draft.
- 12.2. The minutes of each meeting shall be laid before the following meeting and as confirmed or amended, shall be authenticated by the signature of the Chairperson of that meeting.
- 12.3. The names of members present shall be recorded in the attendance list and a register shall be kept showing details of the meetings attended by members and a record of attendance shall be published on the Union's website after every meeting. Where a member has notified the Clerk, in writing, in advance of the meeting that they will not be present, the record shall show that the member sent apologies. Where no such notification is received in advance of the meeting, the record shall show that the member was absent.
- 12.4. When minutes of proceedings have been adopted and confirmed by a subsequent meeting it will not be in order for any member to question their accuracy nor seek their amendment at subsequent meetings. Questions will only be permitted on matters arising out of the minutes.
- 12.5. The Clerk shall be responsible for the safe keeping of the minutes of meetings.

### **13. Attendance at Meetings**

- 13.1. If any member misses two meetings in a row, without sending apologies (or without due cause) it shall be accepted that they have vacated their membership in that meeting.
- 13.2. If a Student Councillor misses two meetings in a row, without sending apologies (or without due cause) they shall be expelled from Student Council.

### **14. Amendments to Standing Orders**

- 14.1. The Chairperson or any member may submit a proposal for any new Standing Order or alteration of any existing Standing Order which may seem to be required to ensure the more effective operating of a meeting. Such amendments will be considered in the manner of the amending of Schedules to the Constitution as set out in **Article 15**.

### **15. Continuance**

- 15.1. These Standing Orders shall remain in force until altered as set out in 14.1 above and the Clerk shall ensure that the altered version shall be on the Union website.

## **Appendix One: Exceptional Standing Orders relating to The Executive**

1. The Executive shall schedule meetings at least once a month, while being cognisant of the meetings of Council.

2. All documentation to be circulated for meetings must be submitted to the President no later than three (3) working days in advance of the meeting.
3. At least two (2) working days before any meeting, every member entitled to attend shall be issued, an electronic copy of:

A notice convening the meeting giving time and place  
 An Agenda (which shall only be issued with the prior agreement of the President)  
 All reports and other documents referred to in, or to be read with, the Agenda.

4. Minutes of all meetings will be kept by the President and a draft will be circulated within five (5) working days to each member who should raise any matters of clarification or accuracy within 5 days of having received the draft.
5. While it is desirable that members make every effort to attend an Executive meeting in person, where this is not possible, remote attendance via telephone/video link is acceptable for meetings, where it can provide reasonable levels of engagement between those physically present and the member at any remote location. Participation in any meeting via remote connection will be regarded as full attendance for all purposes.
6. It is critical that any member attending remotely can hear and speak to all members involved in the meeting. Should any issue arise in this regard, they should immediately indicate there is a problem. The Chairperson should specifically ask for agreement or otherwise of any remote participant on any decision being made at the meeting.
7. If a minimum of 3 of those present indicate their inability to fully hear the remote participant, the Chairperson shall hold a vote to ascertain if the remote participation should continue. Remote participation may be terminated by a simple majority of those attending, including those at any remote location, voting to terminate the link, cognisant of the effect such a vote may have on the ability of the meeting to continue with a quorum.
8. Order of Business

The Order of Business at meetings will include:

- Quorum
- To choose a person to chair the meeting if the Chairperson is absent
- Apologies
- Adoption of the Agenda
- To approve as a correct record and sign the minutes of the last meeting and any short notice meeting which may have been held since the last scheduled meeting
- Matters arising from the minutes not on the agenda for information only

- Correspondence
  - Motions and Policies
  - Nominations and Elections
  - Technological University
  - Campus Development
  - USI
  - Date of Next Meeting
9. The above order of business may be varied by the President at their discretion.
  10. Every motion, policy, amendment to a motion/policy proposed by a member of the Executive must be seconded by the Executive before being put forward to the Student Council. Any member of the Executive seeking to be seconder on any motion or policy must inform the Executive in writing.
  11. Any person who is not a member of the Executive seeking to attend a meeting must send the request in writing to the Chairperson. In the case of part-time officers, they have the right to speak on any matter before the meeting but may not vote on any motion or policy that is being put to the meeting.
  12. External guests and staff of the Union may be invited by the Executive to attend meetings. They may speak on any matter before the meeting with the express permission of a majority of the members present.

## **Schedule G – Procedure for the Holding of a Plebiscite**

1. The Student Council may submit a policy matter to a plebiscite of the membership in accordance with the terms of this Constitution.
2. The manner, including the time in which such a plebiscite is conducted shall be subject to the terms of this Constitution's provision, at Schedule D, for holding a referendum as per Article 14 except as varied at 3 below, and shall be so established in a manner as set out by the Electoral Commission.
3. A petition for a plebiscite shall be submitted by the Student Council Chairperson to the Electoral Commission. The petition must be taken in a manner prescribed by the Electoral Commission and must be signed by not less than 5% of the Union's membership and 25% of the total membership of the Student Council. The Electoral Commission shall rule on the validity of the request.
4. Policy so formed as a consequence of a plebiscite shall be binding on the Union for the period stated therein, provided that no such period exceeds 5 years and any policy so formed which does not have a stated lifespan shall be deemed to be for a period of 5 years from the date of the passing of the plebiscite.
5. The Electoral Commission shall cause to have a statement of information on the substance of the proposition in a plebiscite, to be generally published. This statement of information shall not advocate that members cast their vote in a particular manner but shall provide a series of statements for and against the proposition, as well as general information on the proposition.
6. The Student Council at its absolute discretion may cause to have materials published or created, which advocates that the members cast their ballot in a particular manner in a referendum or plebiscite. Should any member(s) wish to campaign in opposition to a position adopted by the Council, whether in favour or against any plebiscite, then the same level of resources shall be made available to them as to the Student Council, through the Electoral Commission.

## **Schedule H – Process to Appoint Independent/Non-Student Members**

1. This Schedule sets out the processes which the Union will adhere to in order to select and appoint:
  - 1.1 an independent Chairperson to the Student Council as per Article 6.4.2 of the Constitution
  - 1.2 an independent Chairperson to the Electoral Commission as per Article 9.2
2. Terms of office shall ordinarily commence on the 1<sup>st</sup> July 20XX. Any derogations to this term shall be recorded in Student Council procedures and ratified by the last Student Council meeting of the year.
3. At the first Student Council meeting in Semester 2 before the completion of a term of any independent Chairperson or members holding any of the positions set out at 1.1-3 above, the President will inform the Student Council of the impending vacancy and will begin the process of identifying potential new member(s).
4. The process will be undertaken by the simultaneous placing of notices seeking expressions of interest from eligible individuals on, but not limited to, the Union's website and other external resources. The Union may also use other means of promoting the vacancy including contact with professional bodies representing the professions from which members might be drawn.
5. Expressions of interest must be sent in writing to the Clerk 6 weeks before the final Student Council meeting of the year.
6. Where nobody, or an insufficient number of expressions to fill all the foreseeable vacancies is received, the Executive have permission to approach potential members directly provided such an approach is presented as not being a guarantee of a position.
7. Individuals expressing interest, or approached by the Executive, will be met by a Selection Panel consisting of:
  - 7.1 the current Chairperson of the Student Council/the Electoral Commission as relevant to any vacancy, or their nominee.
  - 7.2 the President of the Union.
  - 7.3 a nominee of the Student Council.
8. The Selection Panel will make a judgement as to the motivation, experience, availability and general suitability of any person before recommending to the Student Council as to who should be nominated to whatever vacancy/ies may be envisaged in the following twelve months. Such meetings should also afford any candidate the opportunity to explore the nature of the role beyond that which is set out in the Constitution or other policy/procedural documents.

9. In all selection processes the Panel should list suitable candidates in the order of their preference, so to have reserve names to allow for future term-completions and casual vacancies
10. Only the names of those being recommended for immediate vacancies will be submitted to the final Student Council meeting of the year.
11. The Student Council shall make the decision to accept or reject any recommendation of the Panel, subject to the Constitution.

## **Schedule I – The Members of TU Dublin SU CLG and Membership of the Board of Directors of TU Dublin SU CLG**

There shall be ten members of the Company comprised as follows:

1. Postgraduate Officer
2. Campus Vice President Blanchardstown
3. Campus Vice President City Campus
4. Campus Vice President Tallaght
5. Six students appointed by the Student Council, at least one of whom must be a student studying at the Blanchardstown Campus, at least one of whom must be a student studying at the Tallaght Campus, and at least two of whom must be students studying at the City Campus;

The Chairperson of the Board of Directors of TU Dublin SU CLG shall be the Chairperson for meetings of members of the Company.

There shall be fourteen directors of the Company comprised as follows:

1. President.
2. Vice President for Academic Affairs, TU Dublin Students' Union (Overall)
3. Vice President for Welfare and Equality, TU Dublin Students' Union (Overall)
4. Vice President for Events and Engagement, TU Dublin Students' Union (Overall)
5. Vice President for Communications and Media, TU Dublin Students' Union (Overall)
6. Four students appointed by the Student Council, one of whom must be a student studying at the Blanchardstown Campus, one of whom must be a student studying at the Tallaght Campus, and two of whom must be students studying at the City Campus.
7. Five external directors appointed who shall not have been members of the Union for a period of at least four academic years, and with one of whom shall be appointed as Chairperson of the Board of Directors. In the absence of that Chairperson one of the other external directors shall perform the function of chairperson for the Board of Directors.

Members elected by the Student Council must be elected before the last Student Council meeting of the year to serve the following year for a one-year term. They shall be eligible for to put themselves forward to serve a max one more term.

The External Directors must have demonstrated considerable expertise in a field which is deemed beneficial to the strategic interests of TU Dublin SU CLG. They shall normally be appointed for a term of three years and shall serve no more than two terms consecutively.

## **Schedule J – Annual Union Timeline**

1. The President shall nominate a Full-time Officer to the role of Deputy President no later than 6 weeks after taking office.
2. The President shall present a Work Plan to the Student Council, for its consideration and approval for the first Student Council of the year. The Work Plan is to be updated and presented to the Student Council at the first meeting of the second semester.
3. The academic year is understood to normally begin the first week of teaching commencing as defined by the TU Dublin Academic Calendar.
4. The Class Representative Meetings shall elect representatives to be members of Student Council by the 6<sup>th</sup> week of the semester (teaching weeks).
5. The first student Council of the academic year must take place by week 8 of the semester (teaching weeks)
6. Student Council Meetings will take place at least 6 times a year, with a minimum of 3 each semester.
7. Student Council shall elect a Deputy Chairperson by the second Student Council meeting of the year.
8. The Union Executive shall meet formally once a month as per schedule F, Appendix 1
9. The officers as set out in Schedule B will be elected for one-year terms before the end of April.

**Declaration**

Attested to be the true version of the Technological University Dublin Students' Union Constitution, which has been adopted following the passing of a referendum on xx2022 and affixed with the Seal of the Student Council.

SIGNED: \_\_\_\_\_

President, TU Dublin Students' Union

SIGNED: \_\_\_\_\_

Chairperson, TU Dublin Students' Union Student Council

WITNESSED: \_\_\_\_\_

Chairperson, TU Dublin Students' Union Electoral Commission