

University of Limerick Students' Union

Bye Law 3: Executive

9. Purpose

The purpose of Executive is to:

- m. Undertake representation and campaigning work

Executive must act in accordance with the objects of the Union as set out in the Constitution, the Bye Laws, and the University of Limerick Code of Conduct.

10. Function

The function of executive is to:

- a. Carry out the decisions made by students through referenda, Student Council, Clubs and Societies Council where relevant, and act in accordance with the Bye Laws and any relevant legislation.
- b. Act in the absence of Student Council at times outside of the academic year.
- c. Act as a channel of communication between students, the University management and governing body and any other organisations.
- d. Establish working groups, where relevant, and to receive any reports from sub committees
- e. Liaise with and offer relevant support to the Students Forum and any other forum for students.
- f. Initiate policy and present it to Student Council for discussion and final approval by the Board of Directors
- g. Fulfil the specific responsibilities for each office in the job descriptions outlined in Bye Law 7: Representatives

11. Membership and attendance

- a. The following are the voting members of the Executive:
 - i. President
 - ii. Deputy President Welfare
 - iii. Vice President Academic
 - iv. Vice President Diversity & Inclusion

- v. Student Events Chair
- vi. Equality and Diversity Chair
- vii. UL Experience Chair
- viii. Oifigeach na Gaeilge
- ix. Student Council Chair
- x. Faculties Officer
- xi. Clubs Officer
- xii. Societies Officer
- xiii. Postgraduate Students' Union Executive Nominee

1. The following are the non-voting members of the Executive

- i. Student Representation Co-ordinator
 - ii. Any person granted Participant Status or Observer Status by the Executive
- b. The voting members of the Executive shall be elected according to Bye Law 8: Elections and shall not be in conflict with the aims and objectives of the Union. They will serve as members of the Executive for the academic year.
- c. The positions of President, Deputy President Welfare, Vice President Academic and Vice President Diversity & Inclusion are Student Officer positions. No member shall be eligible to stand for and serve more than two Student Officer terms of office. The post holders shall be paid an allowance determined by the Board of Directors and reviewed by Student Council annually. The post holders will not receive any other wage/ reimbursement/ bonuses/allowance or any possible payment other than the allowance agreed by the Board of Directors. Student Officers are elected officers of the Union. They will be required to sign and abide by an agreement of office. Fines maybe imposed upon any of them by Council as outlined in Bye Law 7: Representatives.
- d. No person shall hold more than one Executive post at one time.
- e. Any member of the Executive who fails to attend two consecutive meetings of the Executive or two consecutive Student Councils or one Students Forum without giving apologies to the President and does not provide satisfactory reasons acceptable to the Executive, shall be considered to have resigned from Executive and therefore resigned from Student Council.
- f. If any Clubs Officer or Societies Officer is deemed resigned from Executive and Student Council under 3.f. above, this does not apply to their membership of Clubs and Societies Council or Executive.

12. Proceedings at meetings

- a. Executive meets at least 10 times per semester on a weekly basis. Meeting dates are agreed at the first Executive meeting and communicated to Student Council.
- b. Further meetings may be called by a written request of a majority of Executive to the Student President, with at least 2 hours' notice being provided to all Executive members.
- c. Where a quorum cannot be reached for an Executive meeting outside semester, the President shall organise, at Union expense, an alternative meeting type, such as a conference call or an online meeting. There should be no need for an emergency meeting unless there is an urgent crisis.
- d. The President (or Deputy President in his/her absence) shall chair all Executive meetings, work with the LRO on preparing the agenda and co-ordinating meetings.
- e. In the event of any situation arising not being covered by this Bye Law then the chairperson shall rule on the procedure to be adopted. Such ruling could be subject to the approval of Student Council.
- f. In the event of the chair being in conflict or alleged to be in conflict with the item under discussion, the chair should be resigned for the duration of the item under discussion to the deputy chair.
- g. The quorum for all Executive meetings shall be by simple majority of all Executive voting members.
- h. All decisions made by Executive shall be by simple majority of all the Executive voting members present and voting. The chair may have a casting vote in the event of a tie.
- i. The Executive shall adopt the principle of collective responsibility and although each member is responsible for their own area of work, this will not exclude these areas from discussion or decision by Executive.
- j. The agenda of Executive meetings should include the following:
 - Apologies
 - Minutes of the previous meeting to be agreed as an accurate record
 - Matters arising from the minutes not included on this agenda
 - Any other business (AOB)
- k. Other agenda items should be derived from events at Council, updates from university committees or upcoming campaigns/meetings or elections. Any member may request an item to go onto the agenda by submitting the item to the President before the agenda is circulated. That item must be discussed in full, provided that notice is given in advance of the meeting.

- l. Executive meetings do not pass motions, but Executive members can initiate motions to be put on the Council agenda.
- m. Minutes of Executive meetings will be taken by a member of the LRO and circulated to all members. At the next Executive meeting, corrections will be made if necessary and the minutes agreed as an accurate record.

13. Training for Executive Officers

- a. Outgoing Executive Officers shall write a summary of their year's endeavours, called the Handover Document, for the incoming officer and place it into the Union archive. The LRO shall ensure there is adequate training provided for the incoming officers. As part of the role, each Executive Officer receives a bespoke Leadership Program 'Leaders for Life', delivered by external Performance Coaches, The Performance Nerds.
- b. Incoming Executive Officers taking up full-time Student Officer posts shall be required to attend a handover, in advance of taking office. The handover training is organised and facilitated by the LRO. In addition to the handover period, the LRO will provide further training and induction to the organisation.

14. Removal of Executive Officers

- a. Any Executive Officer, directly and indirectly elected, may be removed, or deemed resigned under Section 7.d and 7.e in Bye Law 2: Student Council.
- 2. Where any Executive Officers vacate any of their respective positions voluntarily or otherwise, a new election shall be held for that position as soon as possible. The vacant role will be advertised at Student Council and on all social media platforms. The LRO will set the dates for open/close of nominations for the role and it will remain advertised until it is filled.