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**CONSTITUTION  
OF  
UNIVERSITY OF LIMERICK STUDENTS' UNION  
COMPANY LIMITED BY GUARANTEE**

**MEMORANDUM OF ASSOCIATION**

1. The name of the Company is: **AONTAS NA MAC LÉINN, OLLSCOIL LUIMNIGH** and in English **UNIVERSITY OF LIMERICK STUDENTS' UNION COMPANY LIMITED BY GUARANTEE**, hereinafter referred to as the Company or the Union
2. The Company is a Company limited by guarantee, registered under Part 18 of the *Companies Act 2014*
3. The objects for which the Company is established are:
  - a. to advance the education of University of Limerick students and of the University of Limerick as a whole;
  - b. to promote and actively pursue the betterment of the interests of University of Limerick students;
  - c. to represent the interest of University of Limerick students and act as a channel of communication in dealing with the University and other bodies;
  - d. to promote, encourage and facilitate student Clubs and Societies equally; and
  - e. These aims and objects shall be practiced without discrimination on the grounds of age, sex, race, religion, creed, sexual orientation, disability or medical condition, except that action may be taken to promote equality of opportunity.
  - f. The Company shall practice the above aims and objectives independent of any political party or religious organisation;
4. The powers of the Company for the achievement of the objects for which the Company is established are;
  - a. To purchase, take on lease or in exchange, hire or otherwise acquire and hold real, chattel real and personal property of all kinds and in particular

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lands, tenements, and hereditaments of any tenure whether subject or not to any charges or encumbrances.

- b. To hold, sell, let, alienate, mortgage, charge or otherwise deal with any of the real and personal property, assets or undertaking of the Company or any part thereof for such consideration as the Company may think fit, and in particular (without prejudice to the generality of the foregoing) for shares, debentures or securities of any other Company whether or not having objects altogether or in part similar to those of this Company.
- c. To construct, erect, enlarge, alter and maintain buildings, houses, flats, shops and all other works, erections and things of any description whatsoever either upon the lands acquired by the Company or upon other lands and to hold, retain as investments or to sell, let, alienate, mortgage, charge or deal with all or any of the same and generally to alter, develop and improve the lands, and other property of the Company.
- d. To apply for, purchase, or by other means acquire and protect, prolong and renew, any patents, patent rights, brevets d'invention, licences, trademarks, registered designs, protections and concessions or other rights which may appear likely to be advantageous or useful to the Company.
- e. To pay all costs, charges and expenses incurred or sustained in or about the promotion and establishment of the Company or which the Company shall consider to be preliminary thereto and to issue shares as fully or in part paid up, and to pay out of the funds of the Company all brokerage and charges incidental thereto.
- f. To invest and deal with the monies of the Company not immediately required in such manner as from time to time may be determined.
- g. To draw, make, accept, endorse, discount, negotiate, and issue bills of exchange, promissory notes, bills of lading and other negotiable or transferable instruments.
- h. To borrow or raise or secure the payment of money in such manner as the Company shall think fit, and in particular to issue debentures,

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debenture stock, bonds, obligations and securities of all kinds, either perpetual or terminable and either redeemable or otherwise, and to charge and secure the same by trust deed or otherwise on the undertaking of the Company or upon any specific property and rights, present and future, of the Company (including if thought fit, its uncalled capital) or otherwise howsoever.

- i. To hold in trust as trustees or as nominees and to deal with, manage and turn to account any real or personal property of any kind and in particular shares, stocks, debentures, securities, policies, book debts, claims and chose in action, lands, buildings, hereditaments, business concerns and undertakings, mortgages, charges, annuities, patents, licenses and any interest in real or personal property and any claims against such property or against any person or Company.
- j. To acquire, deal with, manage and turn to account policies of life assurance and any other real or personal property of any kind.
- k. To guarantee, support or secure whether by personal covenant or by mortgaging or charging all or any part of the undertaking, property and assets (present and future) and uncalled capital of the Company or by both such methods, the performance of the obligations of and the repayment or payment of the principal amounts of and premiums, interest and dividends on any securities of any person, firm or Company, and in particular (without prejudice to the generality of the foregoing) give (with or without consideration) security for any debts, obligations or liabilities of any Company which is for the time being the holding Company or a subsidiary (both as defined by Section 155 of the Companies Act, 1963) of the Company or other subsidiary as defined by the said Section of the Company's holding Company or otherwise associated with the Company in business.
- l. To lend in advance money or give credit to such persons or companies and on such terms as may seem expedient.
- m. To establish, promote and otherwise assist any Company or companies or associations for the purpose of acquiring all or any of the properties or

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liabilities of this Company or for furthering the objects of the Company or for the purpose of prosecuting or executing any undertaking, works, projects or enterprises of any description.

- n. To establish agencies and branches and appoint agents and others to assist in the conduct or extension of the Company's business and to regulate and discontinue the same.
- o. To form, constitute or promote or to concur in the formation, constitution or promotion of Irish or foreign companies, syndicates, associations and undertakings of all kinds to secure by indemnity or otherwise the subscription of all or any part of the capital of any such Company, syndicate, association or undertaking, and to pay any commission, brokerage, or other remuneration in connection therewith, and to employ experts to investigate and examine into the conditions, proposals, value, character and circumstances of any business concerns and undertakings, and generally of any assets, property or rights.
- p. To constitute any trusts with a view to the issue of preferred and deferred or other special stocks or securities based on or representing any shares, stock and other assets specifically appropriated for the purposes of any such trust and to settle and regulate and if thought fit to undertake and execute any such trusts and to issue, dispose of or hold any such preferred, deferred, or other special stocks or securities.
- q. To transact or carry on all or any kinds of agency business and in particular in relation to the investment of money, the sale of property and the collection and receipt of money.
- r. To procure the Company to be registered or recognised in any place outside Ireland.
- s. To do all or any of the matters hereby authorised in any place outside Ireland, either alone or in conjunction with or as trustees or agent for any other Company or person or by or through any factors, trustees or agents.
- t. To acquire and undertake the whole or any part of the business, goodwill and assets of any person, firm or Company carrying on or

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proposing to carry on any of the business which the Company is authorised to carry on as part of the consideration for such acquisition to undertake all or any of the liabilities of such person, firm or Company.

- u. To enter into and carry into effect any arrangement for joint working in business or for sharing of profits or for amalgamation with any other Company or association or any partnership or person carrying on any business or proposing to carry on any business within the objects of the Company.
- v. To enter into any arrangement with any government or local or other authority that may seem conducive to the Company's objects or any of them and to obtain from any such government or authority any rights, privileges and concessions which the Company may think it desirable to obtain and to carry out and to exercise and comply with the same.
- w. To provide for the welfare of persons in the employment of or holding office under or formerly in the employment of or holding office under the Company or directors or ex-directors of the Company and the wives, widows and families, dependants or connections of such persons by grants of money, pensions or other payments and by forming and contributing to pension, provident or benefit funds or profit-sharing or co-partnership schemes for the benefit of such persons and to form, subscribe to or otherwise aid charitable, benevolent, religious, scientific, national or other institutions, exhibitions or objects which shall have any moral or other claims to support or aid by the Company by reason of the locality of its operations or otherwise.
- x. To remunerate by cash payment or otherwise any person or Company for services rendered or to be rendered to the Company.
- y. To accept stock or shares in or debentures, mortgages or securities of any other Company in payment or part payment for any services rendered or for any sale made to or debt owing from any such Company whether such shares shall be wholly or only partly paid up.

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- z. To do all such other things as the Company may consider incidental or conducive to the attainment of the above objects or as are usually carried on in connection therewith.
- aa. To transact or carry on any other business which may seem to be capable of being conveniently carried on in connection with any of these objects or calculated directly or indirectly to enhance the value of or facilitate the realisation of or render profitable any of the Company's property or rights.

5. If upon the winding up or dissolution of the Company there remains, after satisfaction of all debts and liabilities, any property whatsoever, it shall not be paid to or distributed among the members of the Company. Instead, such property shall be given or transferred to some other institution or institutions having main objects similar to the main objects of the Company. The institution or institutions to which the property is to be given or transferred shall prohibit the distribution of their income and property among their members. Members of the Company shall select the relevant institution or institutions at or before the time of dissolution. Final accounts will be prepared and submitted that will include a section that identifies and values any assets transferred along with the details of the recipients and the terms of the transfer.

6. The liability of the members is limited.

7. Every member of the Company undertakes to contribute to the assets of the Company, if the Company is wound up while he or she is a member or is wound up within one year after the date on which he or she ceases to be a member, for—

- a. the payment of the debts and liabilities of the Company contracted before he or she ceases to be a member, and the costs, charges, and expenses of winding up; and
- b. the adjustment of the rights of contributories among themselves, such amount as may be required, not exceeding €1.

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## **ARTICLES OF ASSOCIATION**

The following Regulations shall apply to the Company:

1. Save insofar as they are amended hereunder, the provisions of the *Companies Act 2014* are adopted.

### **2. Definitions**

2. In these Articles, unless there is something in the subject or context inconsistent herewith:

The "Act" means the Companies Act, 2014.

The "Company" means the above-named Company.

The "Directors" means the members for the time being of the board of directors of the Company and "Director" shall be construed accordingly.

The "Secretary" means any person appointed to perform the duties of the Secretary of the Company.

The "Seal" means the Common Seal of the Company.

The "Union" means the Company

Expressions referring to writing shall, unless the contrary intention appears, be construed as including reference to printing, lithography, photography, and any other modes of representing or reproducing words in visible form.

### **3. Members**

- 3.1 The number of members with which the Company proposes to be registered is 10, but the Directors may from time to time register an increase in members.
- 3.2 The members of the Company shall be (i) the subscribers to the Memorandum of Association and (ii) such other persons as the Directors shall from time to time admit to membership and as shall sign a written consent to become a member.

### **4. General Meetings**

- 4.1 The Company shall hold a general meeting in every calendar year as its annual

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general meeting at such time and place as may be determined by the Directors and shall specify the meeting as such in the notices calling it provided that every annual general meeting except the first shall be held not more than fifteen months after the holding of the last preceding annual general meeting and that so long as the Company holds its first annual general meeting within eighteen months of the date of incorporation, it need not hold it in the year of its incorporation.

- 4.2 All general meetings other than annual general meetings shall be known as extraordinary general meetings.
- 4.3 Directors may, whenever they think fit, convene an extraordinary general meeting.
- 4.4 If, at any time, there are not sufficient directors capable of acting to form a quorum, any Director of the Company, or any member of it may convene an extraordinary general meeting in the same manner as nearly as possible as that in which meetings may be convened by the Directors.
- 4.5 The Directors of the Company shall, on the requisition of one or more members holding, or together holding, at the date of the deposit of the requisition, not less than 10% of the total voting rights of all the members having, at the date of the deposit, the right to vote at general meetings of the Company, forthwith proceed duly to convene an extraordinary general meeting of the Company.
- 4.6 The requisition shall state the objects of the meeting and shall be signed by the requisitionists and deposited at the registered office of the Company and may consist of several documents in like form each signed by one or more requisitionists.
- 4.7 If the Directors do not within 21 days after the date of the deposit of the requisition proceed duly to convene a meeting to be held within 2 months after that date (the "requisition date"), the requisitionists, or any of them representing more than 50% of the total voting rights of all of them, may themselves convene a meeting but any meeting so convened shall not be held after the expiration of 3 months after the requisition date.
- 4.8 Any reasonable expenses incurred by the requisitionists by reason of the

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failure of directors duly to convene a meeting shall be repaid to the requisitionists by the Company and any sum so repaid shall be retained by the Company out of any sums due or to become due from the Company by way of fees or other remuneration in respect of their services to such of the Directors as were in default.

- 4.9 For the purposes of Articles 4.3-4.10, the Directors shall, in the case of a meeting at which a resolution is to be proposed as a special resolution, be deemed not to have duly convened a meeting if they do not give such notice of it as is required by Section 181 of the Act.
- 4.10 A meeting convened under Articles 4.7 or 4.9 shall be convened in the same manner as nearly as possible as that in which meetings are to be convened by directors.
- 4.11 The chairperson of the board of directors shall preside as chairperson at every general meeting of the Company, or if there is no such chairperson, or if he or she is not present within 15 minutes after the time appointed for the holding of the meeting or is unwilling to act, the directors present shall elect one of their number to be chairperson of the meeting.
- 4.12 If at any meeting no director is willing to act as chairperson or if no director is present within 15 minutes after the time appointed for holding the meeting, the members present shall choose one of their number to be chairperson of the meeting.
- 4.13 The chairperson may, with the consent of any meeting at which a quorum is present and shall if so directed by the meeting, adjourn the meeting from time to time and from place to place. However, no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for 30 days or more, notice of the adjourned meeting shall be given as in the case of an original meeting but, subject to that, it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.
- 4.14 Unless a poll is demanded in accordance with Article 8.5, at any general meeting:

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- 4.14.1 a resolution put to the vote of the meeting shall be decided on a show of hands; and
- 4.14.2 a declaration by the chairperson that a resolution has, on a show of hands, been carried or carried unanimously, or by a particular majority, or lost, and an entry to that effect in the book containing the minutes of the proceedings of the Company shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against such resolution.
- 4.15 Where there is an equality of votes, whether on a show of hands or on a poll, the chairperson of the meeting at which the show of hands takes place or at which the poll is demanded, shall be entitled to a second or casting vote.

### **5. Notice of General Meetings**

- 5.1 A meeting of the Company, other than an adjourned meeting, shall be called:
  - (a) in the case of the annual general meeting or an extraordinary general meeting for the passing of a special resolution, by not less than 21 days' notice;
  - (b) in the case of any other extraordinary general meeting, by not less than 7 days' notice.
- 5.2 A meeting of the Company shall, notwithstanding that it is called by shorter notice than that specified in Article 5.1, be deemed to have been duly called if it is so agreed by:
  - (a) all the members entitled to attend and vote at the meeting; and
  - (b) unless no statutory auditors of the Company stand appointed in consequence of the Company availing itself of the audit exemption, the statutory auditors of the Company.
- 5.3 Notice may be sent by email. Where notice of a meeting is given by posting it by ordinary prepaid post to the registered address of a member, then, for the purposes of any issue as to whether the correct period of notice for that meeting has been given, the giving of the notice shall be deemed to have been effected on the expiration of 24 hours following posting.
- 5.4 In determining whether the correct period of notice has been given by a

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notice of a meeting, neither the day on which the notice is served nor the day of the meeting for which it is given shall be counted.

5.5 The notice of a meeting shall specify:

- (a) the place, date and time of the meeting, which for the avoidance of doubt may be held virtually
- (b) the general nature of the business to be transacted at the meeting;
- (c) in the case of a proposed special resolution, the text or substance of that proposed special resolution; and
- (d) with reasonable prominence a statement that:
  - (i) a member entitled to attend, and vote is entitled to appoint a proxy using the form set out in Section 184 of the Act or, where that is allowed, one or more proxies, to attend, speak and vote instead of him or her;
  - (ii) a proxy need not be a member;
  - (iii) the time by which the proxy must be received at the Company's registered office or some other place within the State as is specified in the statement for that purpose.

5.6 The accidental omission to give notice of a meeting to, or the non-receipt of notice of a meeting by, any person entitled to receive notice shall not invalidate the proceedings at the meeting.

## **6. Votes of Members**

- 6.1 Where a matter is being decided (whether on a show of hands or on a poll), every member present in person and every proxy shall have one vote, but so that no individual member shall have more than one vote.
- 6.2 No objection shall be raised to the qualification of any voter except at the meeting or adjourned meeting at which the vote objected to is given or tendered, and every vote not disallowed at such meeting shall be valid for all purposes. Any such objection made in due time shall be referred to the chairperson of the meeting, whose decision shall be final and conclusive.
- 6.3 Votes may be given either personally or by proxy. Where there is an equality of votes, whether on a show of hands or on a poll, the chairperson of the

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meeting at which the show of hands takes place or at which the poll is demanded, shall be entitled to a second or casting vote.

#### **7. Proxies**

- 7.1 A member of the Company entitled to attend and vote at a meeting of the Company shall be entitled to appoint another person (whether a member or not) as his or her proxy to attend and vote instead of him or her. A proxy so appointed shall have the same right as the member to speak at the meeting and to vote on a show of hands and on a poll.
- 7.2 The instrument appointing a proxy (the "**Instrument of Proxy**") shall be in writing –
  - (a) under the hand of the appointer or of his or her attorney duly authorised in writing; or
  - (b) if the appointer is a body corporate, either under seal of the body corporate or under the hand of an officer or attorney of it duly authorised in writing.
- 7.3 The Instrument of Proxy and the power of attorney or other authority, if any, under which it is signed or a notarially certified copy of that power or authority, shall be deposited at the registered office of the Company or at such other place within the State as is specified for that purpose in the notice convening the meeting, and shall be deposited not later than the following time:-
  - (a) 48 hours before the time for holding the meeting or adjourned meeting at which the person named in the instrument proposes to vote; or
  - (b) in the case of a poll, 48 hours before the time appointed for the taking of the poll.
- 7.4 The depositing of the Instrument of Proxy may, rather than its being effected by sending or delivering the instrument, be effected by communicating the instrument to the Company by electronic means (as defined in section 2 of the Act) and this Article likewise applies to the depositing of anything else referred to in the preceding Article.
- 7.5 An instrument appointing a proxy shall be in the following form or a form as near to it as circumstances permit

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[Name of Company] (the “**Company**”)

[Name of member] (the “**Member**”) of [Address of Member] being a member of the Company hereby appoint/s [name and address of proxy] or failing him or her [name and address of alternative proxy] as the proxy of the Member to attend, speak and vote for the Member on behalf of the Member at the (annual or extraordinary, as the case may be) general meeting of the Company to be held on the [date of meeting] and at any adjournment of the meeting.

The proxy is to vote as follows:-

Voting instructions to proxy

(Choice to be marked with an “X”)

Number or description of resolution:	In Favour	Abstain	Against
1.			
2.			
3.			

Unless otherwise instructed, the proxy will vote as he or she thinks fit.

Signature of Member.....

Dated [date] .....

#### **8. Voting on a Poll**

- 8.1 At a meeting, a poll may be demanded in relation to a matter (whether before or on the declaration of the result of the show of hands in relation to it).
- 8.2 A demand for a poll may be made by:
  - (a) the chairperson of the meeting;
  - (b) at least three members present in person or by proxy;

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(c) any member or members present in person or by proxy and representing not less than 10% of the total voting rights of all the members of the Company concerned having the right to vote at the meeting.

8.3 A demand for such a poll may be withdrawn by the person or persons who have made the demand. Subject to Article 8.6, if a poll is demanded it shall be taken in such manner as the chairperson of the meeting directs, and the result of the poll shall be deemed to be the resolution, in relation to the matter concerned, of the meeting at which the poll was demanded.

8.4 A poll demanded with regard to the election of a chairperson or on a question of adjournment shall be taken forthwith.

8.4.1 A poll demanded on any other question shall be taken at such time as the chairperson of the meeting directs, and any business other than that on which a poll is demanded may be proceeded with pending the taking of the poll.

8.5 The instrument appointing a proxy to vote at a meeting of the Company shall be deemed also to confer authority to demand or join in demanding a poll, and for the purposes of Articles 37 and 38, a demand by a person as proxy for a member shall be the same as a demand by the member.

8.6 On a poll taken at a meeting of the Company or a meeting of any class of members of the Company, a member, whether present in person or by proxy, entitled to more than one vote need not, if he or she votes:-

- (a) use all his or her votes; or
- (b) cast all the votes he or she uses in the same way.

## **9. Student Council**

9.1 (a) The purpose of Student Council is to:

- i. Represent the voice of University of Limerick students
- ii. Identify issues that are of concern to students and ensure they are raised with the Student Life senior management team or governing body of the University
- iii. Oversee the work of Executive

(b) The function of Student Council is to:

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- i. Decide the policy of the Union in relation to political, social, welfare and academic issues, subject to any relevant referenda and Article 11.5 of the Constitution
- ii. Inform and advise on the development of internal organisational Union policy
- iii. Instruct and hold the Executive to account
- iv. Monitor and discuss the events and decisions of the University's decision-making bodies and raise the concerns of members with the Executive members on Student Council and Student Life senior management team.
- v. Contribute to the development of the strategic plan of the Union and propose any amendments to the plan to the Board of Directors
- vi. Make recommendations to the Board of Directors in relation to Student Officer pay
- vii. Receive reports from the Board of Directors
- viii. Make, repeal, or amend Bye Laws jointly with the Board of Directors, in line with Article 25 of the Constitution
- ix. Establish committees of Student Council as necessary, with the Executive Oversight Committee as a standing committee.

9.2 The composition and proceedings of the Student Council shall be set out in the Bye-Laws.

#### **10. Executive Committee**

10.1 (a) The Executive Committee's responsibility shall not include duties of the board of directors set out in Article 11 but shall include representation and campaigning work and the implementation of Union policy save in so far as these responsibilities have not been delegated to another committee.

(b) The function of Executive is to:

- i. 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.

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- ii. Act in the absence of Student Council at times outside of the academic year.
- iii. Act as a channel of communication between students, the University management and governing body and any other organisations
- iv. Establish working groups, where relevant, and receive any reports from sub committees
- v. Liaise with and provide relevant updates to the Students Forum and any other forum for students
- vi. Initiate policy and present it to Student Council for discussion and final approval by the Board of Directors
- vii. Fulfil the specific responsibilities for each office in the job descriptions outlined in the Bye Laws.

10.2 The proceedings and meetings of the Executive Committee shall be in accordance with the Bye Laws

#### **11. The Board of Directors**

- 11.1 Any purported appointment of a Director without that Director's consent shall be void.
- 11.2 The first Directors of the Company were appointed in accordance with Section 144(2) of the Act. Thereafter the Directors of the Company shall be appointed in accordance with these Articles.
- 11.3 The board of directors shall comprise of the following
  - 11.3.1 Four Student Officers as elected from time to time in accordance with the Election Bye Laws
  - 11.3.2 The Chair of the Student Council as appointed from time to time in accordance with the Bye Laws
  - 11.3.3 The Faculty Officer as appointed from time to time in accordance with the Bye Laws
  - 11.3.4 Up to a maximum of four external directors to be appointed in accordance with the Bye Laws
- 11.4 The role of the Board of Directors shall be to:

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- 11.4.1 Ensure that the Union finances operate efficiently and effectively
- 11.4.2 Act prudently to protect the assets and property of the Union
- 11.4.3 Approve the Union budget in consultation with the Student Council and to ensure that financial reports are made available to Student Council on request
- 11.4.4 Approve the Union's annual report detailing the activities of the Union, the Union finances, including any donations made to external organisations, and any other information required under the Companies Act.
- 11.4.5 Submit the Union budget, annual report, audited accounts, and any other information annually to the UL Finance Department as it is a prerequisite of the University's Governing Authority before funding will be transferred. The Board of Directors must also ensure full participation in audits carried out by the University's Governing Authority Audit Committee
- 11.4.6 To ensure the Union acts as a responsible employer
- 11.4.7 Monitor the performance of the General Manager
- 11.4.8 Monitor and evaluate the progress of the Union Strategic Plan and create the Strategic Planning Framework
- 11.4.9 Create the Strategic Planning Framework and monitor and evaluate the progress of the Union Strategic Plan, which agrees the direction and priorities of the work of the Union but does not constrain the priorities of Executive or the Student Officers.
- 11.4.10 Review the risks to which the Union is subject; take action to mitigate these risks and ensure sound risk management.
- 11.4.11 Initiate a review of the Constitution and Bye Laws every five years.

11.5 The Board of Directors may override any decision or Policy made by Referenda or the Student Council which the Directors consider (in their absolute discretion):

- 11.5.1 has or may have any financial implications for the Union;

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- 11.5.2 is or may be in breach of, contrary to or otherwise inconsistent with any legal requirements (including ultra vires);
- 11.5.3 is not or may not be in the best interests of the Union or all or any of its objects; or
- 11.5.4 will or may otherwise affect the discharge of any or all the responsibilities of the Board of Directors

## **12. Proceedings of Directors**

- 12.1 The chairperson shall be elected by the Board from amongst the External Directors.
- 12.2 The Quorum for a meeting of the Board of Directors shall be five directors of whom two shall be external directors appointed under Article 11.3.4 and three shall be student directors appointed pursuant to Article 11.3.1-11.3.3
- 12.3 The Directors may meet together for the dispatch of business, adjourn and otherwise regulate their meetings as they think fit. Questions arising at any meeting shall be decided in accordance with the Bye Laws
- 12.4 A Director may, and on the request of a Director the Secretary shall, at any time, summon a meeting of the Directors by notice served upon the several Directors.
- 12.5 The Chairperson shall be entitled to preside at all meetings of the Directors at which he/she shall be present but if there be no such chairperson for the time being or if at any meeting the chairperson be not present within five minutes after the time appointed for holding the meeting the Directors present shall choose one of their number to be chairperson of the meeting.
- 12.6 The Directors may delegate any of their powers to committees consisting of such persons (whether or not Directors of the Union) as the Directors think fit. Any committee so formed shall conform to any regulations imposed on it by the Directors and shall be subject at all times to the control of the Directors. The meetings and proceedings of any such committee shall be governed by the provisions of these articles for regulating the meetings and proceedings of the Directors so far as applicable and so far as the same shall not be superseded by any regulations made by the Directors as aforesaid.

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- 12.7 All acts bona fide done by any meeting of the Directors or of any committee set up by the Directors, or by any person acting as a Director of any committee, shall notwithstanding it be afterwards discovered that there was some defect in the appointment or continuance in office of any such member or person acting as aforesaid, or that they or any of them were disqualified, be as valid as if every such person had been duly appointed to be a member of the Directors or of the committee.
- 12.8 A resolution in writing signed by all the voting members for the time being of the Board of Directors or of any committee set up by the Directors who are duly entitled to receive notice of a meeting of the Board of Directors or of such committee shall be valid and effectual as if it had been passed at a meeting of the Directors or of such committee respectively duly convened.

### **13. Rotation of Directors**

- 13.1 At the time of the adoption of these Regulations, those Directors in office at the time of the adoption of these Regulations shall remain as Directors of the Company ("the Existing Directors"). The Existing external Directors shall remain in office for a period of three years from the date of the adoption of these Articles or until they cease to be a Director of the Company in accordance with Article 14.
- 13.2 The term of office of an external Director shall be for a period of three (3) years and a Director may be reappointed for two further consecutive terms of three (3) years. No person shall be entitled to be appointed as an external Director for more than nine (9) years in succession.
- 13.3 Notwithstanding the provisions of Articles 13.1 and 13.2, in exceptional circumstances, an external Director may remain on the Board for one further year if the Board of Directors determines that his/her skills and expertise are required.

### **14. Removal of Directors**

- 14.1 The Union may by ordinary resolution remove any Director before the expiration of his period of office.

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14.2 The office of Director shall be vacated:

- 14.2.1 If he becomes bankrupt or insolvent or compounds with his creditors.
- 14.2.2 If he becomes restricted or disqualified pursuant to an Order made under the provisions of the Companies Act 2014.
- 14.2.3 If he becomes incapable by reason of mental disorder, illness, or injury of managing or administering his property and affairs or be found lunatic.
- 14.2.4 If he is convicted of an indictable offence (other than an offence under the Road Traffic Act 1961, or any act amending same) unless the directors otherwise determine.
- 14.2.5 If he fails to attend three consecutive board meetings without special leave from the Chairperson
- 14.2.6 If he gives the directors one calendar months' notice in writing that he resigns his office.

14.3 Any Director who is also a student of the University who has been expelled from the University as a result of a breach of the University's Code of Conduct shall be deemed automatically resigned from office upon such expulsion coming into effect.

14.4 But any act done in good faith by a Director whose office is vacated as aforesaid shall be valid unless, prior to the doing of such act, written notice shall have been served upon the Directors or an entry shall have been made in the Director's Minute Book stating that such Director has ceased to be a Director of the Union.

**15. The Secretary**

- 15.1 The Secretary shall be appointed by the Directors for such term and upon such conditions as they think fit; and any Secretary so appointed may be removed by them.
- 15.2 A provision of the Act or these Articles requiring or authorising a thing to be done by or to a Director and the Secretary shall not be satisfied by its being done by or to the same person acting both as Director and as, or in place of, the Secretary.

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#### **16. The Seal**

16.1 The seal shall be used only by the authority of the Directors or of a committee of Directors authorised by the Directors in that behalf, and every instrument to which the seal shall be affixed shall be signed by a Director and shall be countersigned by the Secretary or by a second Director or by some other person appointed by the Director for that purpose.

#### **17. Union Finance**

17.1 The Board of Directors shall be empowered, in pursuit of its aims and objectives, to open bank accounts in the name of the Union, lend monies, invest monies, borrow monies, offer its material assets as security and do all other such things as are necessary for the prudent conduct of its financial affairs. The Board of Directors in exercising these rights shall be subject to no other restrictions except those contained in the finance regulations in force from time to time.

17.2 The Board of Directors shall supervise all Union finances and ensure that proper books of account are maintained and that these books shall be audited annually by a person qualified to undertake audited accounting.

17.3 A copy of the Union's budget and the audited accounts shall be given promptly to the finance department of the University each financial year and be made available to all students.

17.4 The organisation of the Union's finances and systems of control shall be contained the Finance Regulations in force from time to time.

#### **18. Referendum**

18.1 The purpose of a referendum is to decide on Union policy in relation to political, social, welfare or academic issues and any projects impacting on the student experience, provided it is not in conflict with the aims and objectives of the Union or Article 11.5 of the Constitution.

18.2 Levies can only be introduced or extended if passed by referendum. The decision to affiliate to the Union of Students in Ireland must be passed by referendum.

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- 18.3 A referendum will be called on any political, social, welfare or academic issue if
  - i. Student Council decides by a two thirds majority to call a referendum or
  - ii. A petition of at least 200 students calls for a referendum
- 18.4 Student Council is responsible for approving the terms of referendums on the recommendation of the Executive.
- 18.5 Referendums are run in accordance with the rules in the Bye Laws.
- 18.6 The result of a referendum will take priority over any existing Union policy on the same issue. If the referendum involves an amendment to the Bye Laws, the Bye Laws will be updated accordingly once the referendum is passed.

**19. Class Representatives and Class Representatives Forum**

- 19.1 Class Representatives shall be directly elected by students and a Class Representatives Forum created, as outlined in Bye Law: Representatives.

**20. Electoral and Referenda Board**

- 20.1 There shall be an Electoral and Referenda Board as outlined in Bye Law: Elections.

**21. Clubs and Societies**

- 21.1 The Union shall facilitate the establishment of clubs and societies. For a club or society to be recognised by the Union, the club or society must satisfy the conditions set out in the Clubs and Societies Rulebook.
- 21.2 The relationships between the Union, clubs and societies, Clubs and Societies Council and Clubs and Societies Executive are set down in Bye Law: Clubs and Societies.

**22. Postgraduate Representative and the Postgraduate Students' Union**

- 22.1 The Union recognises the Postgraduate Students' Union (formerly known as the Postgraduate Students' Association), hereafter known as the PSU, as the representative body for all postgraduate students in the University on all

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postgraduate issues and the common aims of representation shared between the Union and the PSU.

- 22.2 The PSU is fully autonomous and is governed by the Postgraduate Student's Union Constitution.
- 22.3 There should be a PSU Executive Nominee on the Executive Committee. A representative of the Union shall be a member of the PSU's Executive or equivalent.
- 22.4 The Memorandum of Understanding is in place between the Postgraduate Students' Union and the Union. This memorandum describes the working relationship and financial agreement between the PSU and the Union. Any amendments to the memorandum of understanding have to be approved by Student Council.

### **23. Students Forum**

- 23.1 The purpose of the Students Forum is to provide opportunities for students to raise issues of concern, have input into the formation of Union policy and to receive information about the running of the Union.
- 23.2 The function of the Students Forum is to:
  - i. Identify issues of concern to students
  - ii. Discuss policy proposals to be put to Student Council
  - iii. Discuss proposed policies from Student Council
  - iv. Receive updates from full-time Student Officers
  - v. Receive updates from Executive Committee
  - vi. Receive updates on the Union's Strategic plan
  - vii. Receive updates on the finances of the Union
- 23.3 The Student's Forum is conducted according to the rules in the Bye Laws

### **24. Minutes**

- 24.1 At all board meetings and general meetings of the Company minutes shall be taken which shall be circulated and any necessary corrections made, at the next appropriate meeting.

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**25. Bye Laws**

25.1 The Board of Directors and the Student Council shall have the power from time to time to jointly make, repeal, or amend Bye Laws as to the management of the Union and its working practices provided that such Bye Laws shall not be inconsistent with these articles.

**26. Amendments to this Constitution**

26.1 Amendments to this Constitution shall be by special resolution in accordance with the provisions of the Act

**27. Indemnity**

27.1 Every Director and person approved to make decisions of behalf of the Union shall be entitled to be indemnified out of the assets of the Union against all losses or liability which she/he may incur in or about the execution of his or her office or otherwise in relation thereto; and no officer, appointee or member of staff shall be liable for any loss, damage or misfortune which may happen to or be incurred by the Union in the execution of the duties of his or her office or in relation thereto; provided that nothing in this clause shall affect their liability for the consequences of any negligent or unlawful act on their part.

We, the several persons whose names and addresses are subscribed, wish to be formed into a Union in pursuance of this constitution.

Name, Address and Description of Subscribers
1.
2.
3.
4.
5.
6.

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7.
8.
9.
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11.

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## **University of Limerick Students' Union**

### **Bye Law 1: Rights of students, Decision-making and Definitions**

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NB. The University of Limerick Students' Union is also known as Student Life and both terms are used throughout the Bye Laws.

#### **1. Purpose of the Union**

The purpose of University of Limerick Students' Union (ULSU) is to:

- a. advance the education of University of Limerick students and of the University of Limerick as a whole
- b. promote and actively pursue the betterment of the interests of University of Limerick students
- c. represent the interest of University of Limerick students and act as a channel of communication in dealing with the University and other bodies
- d. promote, encourage, and facilitate student Clubs and Societies equally

#### **ULSU commits to:**

- a. doing these things without discrimination on the grounds of age, sex, race, religion, creed, sexual orientation, disability, nationality or medical condition, except where action is needed to promote equality of opportunity
- b. being independent of any political party or religious organisation

#### **2. Rights of students**

- a. To participate in the activities of the Union.
- b. To avail of the support and services provided by the Union.
- c. To have their interests represented by the Union.
- d. To participate in the decision-making structures of Student Life by:
  - i. Setting Union policy in relation to political, social, welfare or academic issues by voting in referenda
  - ii. Electing students to the positions listed in v. below, according to the rules in Bye Law 5: Elections
  - iii. Informing the work of Student Council by participating in the Students Forum as described in Section 5 below
  - iv. Participating in Student Council meetings according to the rules in Bye Law 2: Student Council

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- v. Standing as: Class Representatives; Department Representatives; Faculty Representatives; Interest Group Councillors; Chair or Deputy Chair of Student Council; Full time Student Officers; or Part time Student Representatives

### **3. Decision-making structures of the Union**

The four key elements in Student Life decision-making are:

- i. Referendum
- ii. Students Forum
- iii. Student Council
- iv. Student Executive Committee (Executive)
- v. Board of Directors

All those participating in these decision-making structures are obliged to act in accordance with the Constitution, the Bye Laws, and the University of Limerick code of conduct.

### **4. Dealing with problems**

- a. Anyone who has a problem with Student Life may address the issue by using the Student Life complaints procedure.
- b. If any student is in breach of the University of Limerick code of conduct, the matter will be dealt with by the University and not by Student Life.
- c. If any student is in breach of the Clubs and Societies code of conduct, the matter will be dealt with as outlined in the Clubs and Societies Rulebook and not by Student Life.

### **5. Referendum**

- a. The purpose of a referendum is to decide on Union policy in relation to political, social, welfare or academic issues and any projects impacting on the student experience, provided it is not in conflict with the aims and objectives of the Union or Article 11.5 of the Constitution.
- b. Levies can only be introduced or extended if passed by referendum.
- c. Any decision to affiliate to the Union of Students of Ireland or any other organisation must be passed by referendum. Such affiliations only bind the Students' Union in so far as the provisions of the Constitution or the Bye Laws are not contravened. All affiliations passed by referendum will be reviewed

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by Student Council every three years. Student Council may decide to renew the affiliation for another three years or put it forward to referendum. Student Council can only renew an affiliation twice.

- d. A referendum will be called on any political, social, welfare or academic issue if
  - iii. Student Council decides by a two thirds majority to call a referendum or
  - iv. A petition of at least 200 students calls for a referendum
- e. Student Council is responsible for approving the terms of referendums on the recommendation of the Executive.
- f. Referendums are run in accordance with the rules in Bye Law 5: Elections.
- g. The result of a referendum will take priority over any existing Union policy on the same issue. If the referendum involves an amendment to the Bye Laws, the Bye Laws will be updated accordingly once the referendum is passed.

## **6. Students Forum**

- a. The purpose of the Students Forum is to provide opportunities for students to raise issues of concern, have input into the formation of Union policy and to receive information about the running of the Union.
- b. The function of the Students Forum is to:
  - viii. Identify issues of concern to students
  - ix. Discuss policy proposals to be put to Student Council
  - x. Discuss proposed policies from Student Council
  - xi. Receive updates from full-time Student Officers
  - xii. Receive updates from Executive Committee
  - xiii. Receive updates on the Union's Strategic plan
  - xiv. Receive updates on the finances of the Union
- c. A meeting of the Students Forum takes place each semester. It is the responsibility of the Leadership and Representation Office (LRO) to co-ordinate the organisation of the Forum by agreeing dates with Student Council and posting them on the website; and collating information from Student Council, Executive and the Board of Directors to ensure the agenda reflects current activities and issues.
- d. Individual students who want to bring an agenda item to the Student Forum for discussion should email the President requesting the item be put on the agenda, at least five university days before the Forum meeting. The

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President will discuss the request with Executive so that information can be prepared for the discussion. If the item cannot be taken at that Forum, the President will inform the student making the request.

- e. The Student's Forum is co-facilitated by a staff member of the LRO and the President or his/her nominee.
- f. An unscheduled Student Forum can be called by first writing to the Student President or other relevant Student Officer, to discuss the need and nature of the request. The President/Student Officer shall bring this to Executive for discussion. If Executive decide an additional Students Forum is necessary, they will organise this with the LRO. If Executive decide an additional Students Forum is not necessary, a Students Forum may be called by way of petition requiring 100 signatures from the student body. This is then brought to the LRO who will organise the Student Forum.

## **7. Student Council**

- a. The purpose of Student Council is to:
  - i. Represent the voice of University of Limerick students
  - ii. Identify issues that are of concern to students and ensure they are raised with the Student Life senior management team or governing body of the University
  - iii. Oversee the work of Executive
- b. The function of Student Council is to:
  - i. Decide the policy of the Union in relation to political, social, welfare and academic issues, subject to any relevant referenda and Article 11.5 of the Constitution.
  - ii. Inform and advise on the development of internal organisational Union policy.
  - iii. Instruct and hold the Executive to account.
  - iv. Monitor and discuss the events and decisions of the University's decision-making bodies and raise the concerns of students with the Executive members on Student Council and Student Life senior management team.
  - v. Attend Student Forum meetings and gather feedback on views of students.
  - vi. Contribute to the development of the strategic plan of the Union and propose any amendments to the plan to the Board of Directors.
  - vii. Review the draft Union budget received from the Board of Directors for discussion and feedback.

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- viii. Make recommendations to the Board of Directors in relation to Student Officer pay.
- ix. Receive reports from the Board of Directors.
- x. Receive reports from the Executive.
- xi. Make, repeal, or amend Bye Laws jointly with the Board of Directors, in line with Article 25 of the Constitution.
- xii. Establish committees of Student Council as necessary, with the Executive Oversight Committee as a standing committee.

c. More information about Student Council is available in Bye Law 2: Student Council.

## **8. Executive**

- a. The purpose of Executive is to:
  - i. Undertake representation and campaigning work
- b. The function of Executive is to:
  - viii. Carry out the decisions made by students through referendums, Student Council, Clubs and Societies Council where relevant, and act in accordance with the Bye Laws and any relevant legislation.
  - ix. Act in the absence of Student Council at times outside of the academic year.
  - x. Act as a channel of communication between students, the University management and governing body and any other organisations.
  - xi. Establish working groups, where relevant, and receive any reports from sub committees.
  - xii. Liaise with and provide relevant updates to the Students Forum and any other forum for students.
  - xiii. Initiate policy and present it to Student Council for discussion and final approval by the Board of Directors.
  - xiv. Fulfil the specific responsibilities for each office in the job descriptions outlined in Bye Law 7: Representatives

c. More information about Executive is available in Bye Law 3: Executive.

## **9. Board of Directors**

- a. The purpose of the Board of Directors is to take responsibility for the governance of the Union in the following areas:
  - i. Overall direction of the work of the Union staff

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- ii. Financial management
- iii. Legal and regulatory compliance
- iv. Accountability

b. Under the constitution of University of Limerick Student Union Company Limited by Guarantee (CLG), the function of the Board of Directors is to:

- i. Act prudently to protect the assets and property of the Union and ensure that the Union finances operate efficiently and effectively, in line with the Union's financial regulations.
- ii. Approve the Union budget in consultation with the Student Council and to ensure that financial reports are made available to Student Council on request.
- iii. Ensure that proper books of account are maintained and audited annually.
- iv. Submit the Union budget, annual report, audited accounts, and any other information annually to the UL Finance Department as it is a prerequisite of the University's Governing Authority before funding will be transferred. The Board of Directors must also ensure full participation in audits carried out by the University's Governing Authority Audit Committee.
- v. Open bank accounts in the name of the Union and lend, invest or borrow money in line with the Union's finance regulations.
- vi. Approve the Union's annual report detailing the activities of the Union, the Union finances, including any donations made to external organisations, and any other information required under the Companies Act.
- vii. To ensure the Union acts as a responsible employer.
- viii. Monitor the performance of the General Manager.
- ix. Create the Strategic Planning Framework and monitor and evaluate the progress of the Union Strategic Plan, which agrees the direction and priorities of the work of the Union but does not constrain the priorities of Executive or the Student Officers.
- x. Review the risks to which Union is subject; take action to mitigate these risks and ensure sound risk management.

c. More information about the Board of Directors can be found in Bye Law 4: Board of Directors.

## **10. Definitions**

Academic Year – Shall begin on the first day of the Autumn Semester and end on the last day of the Spring Semester as defined by the University Academic Calendar.

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**Class** – Undergraduate and taught postgraduate classes for each year of every course as defined by the University. In the case of Research Postgraduates, a class shall be defined as their college of research.

**Class Representative** – A representative who is directly elected by the students in their constituency as outlined in Bye Law 7: Representatives.

**Clubs and Societies Council** – A body made up of the Clubs and Societies Executive and at least one liaison officer from each club and society.

**Clubs and Societies Executive** – A body made up of the Student President (or his/her nominee) and others determined by Clubs and Societies Council as outlined in the Clubs and Societies Rulebook.

**Constitution** – The constitution of University of Limerick Students' Union Company Limited by Guarantee.

**Department Representative** - An elected representative from each department in each faculty in the University.

**Directly Elected** – A Union position elected in accordance with the provisions of Bye Law 5: Elections.

**Executive** – As defined in Section 7 of this Bye Law.

**External placement** – Placement outside of the University as part of the academic programme, for example Co-operative Education, Study Abroad, Teaching Practice, and other such placement.

**Leadership and Representation Office** – The delivery of Student Leadership & Representation as a core activity is supported by the Leadership and Representation Office, comprised of 3 full-time staff members.

**Non-Voting Member Status** – Having the right to attend, speak and be counted as part of the quorum at a meeting, but not having the right to vote.

**Notification** – Shall be written and signed.

**Observer Status** – Having the right to attend and observe at a meeting, but not having the right to communicate or vote.

**Policy** - A course of action or guiding principle intended to determine the union's opinion on a matter.

**Participant Status** – Having the right to attend and speak at a meeting, but not having the right to vote.

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Proportional Representation – method of voting that allows voters to indicate their first and subsequent preferences for candidates.

Qualified Majority – A majority of two-thirds or more.

Referendum – As defined in Section 4 of this Bye Law.

Senior Management personnel - The General Manager is the head of staff and is supported by the union's senior management team, which includes the Student President. The General Manager's responsibilities include overseeing the work of all department heads and leading on the development and implementation of the strategic plan. The General Manager takes a lead on all HR activities, is responsible for the financial oversight of the organisation, and acts as the key staff liaison with Board of Directors.

Semester – An academic semester as defined by the University academic calendar.

Student Council – As defined in Section 6 of this Bye Law.

Student Forum – As defined in Section 5 of this Bye Law

Teaching Week – Any week in which scheduled teaching takes place during a semester.

Union – The University of Limerick Students' Union.

Union office – Main Reception of the Union premises.

University – University of Limerick, as defined in the Universities Act 1997.

University Day – 9am – 6pm on a Monday, Tuesday, Wednesday, Thursday, or Friday during the semester, excluding University Holidays.

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**University of Limerick Students' Union**  
**Bye Law 2: Student Council**

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**1. Purpose**

The purpose of Student Council is to:

- a. Represent the voice of University of Limerick students
- b. Identify issues that are of concern to students and ensure they are raised with the Student Life senior management team or governing body of the University
- c. Oversee the work of Executive

Student Council must act in accordance with the Constitution, the Bye Laws, and the University of Limerick Code of Conduct.

**2. Function**

The function of Student Council is to:

- a. Decide the policy of the student union in relation to political, social, welfare and academic issues, subject to any relevant referenda and Article 11.5 of the Constitution.
- b. Inform and advise on the development of internal organisational Union policy.
- c. Instruct and hold the Executive to account.
- d. Monitor and discuss the events and decisions of the University's decision-making bodies and raise the concerns of students with the Executive members on Student Council and Student Life senior management team.
- e. Attend Student Forum meetings and gather feedback on views of students.
- f. Contribute to the development of the strategic plan of the Union and propose any amendments to the plan to the Board of Directors.
- g. Review the draft Union budget received from the Board of Directors for discussion and feedback.
- h. Make recommendations to the Board of Directors in relation to Student Officer pay.
- i. Receive reports from the Board of Directors.
- j. Receive reports from the Executive.
- k. Make, repeal, or amend Bye Laws jointly with the Board of Directors, in line with Article 25 of the Constitution.
- l. Establish committees of Student Council as necessary, with the Executive Oversight Committee as a standing committee.

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### **3. Membership, voting and attendance**

- a. The membership of Student Council is made up of:
  - i. Department Representatives
  - ii. Interest Group Councillors
  - iii. Student Council Chair
  - iv. All Executive members
- b. The Student Council members shall be elected from among the students in their constituencies for the following academic year, in accordance with Bye Law 5: Elections.
- c. The President, the Deputy President Welfare, the Vice President Academic, and the Vice President Diversity & Inclusion are non-voting members on Student Council.
- d. Members of Executive may vote at Student Council meetings on all matters except any motions that they are bringing for discussion and decision-making.
- e. All students shall have Participant status at meetings of Student Council but can be asked to leave at the request of the Chair. Student Council may grant Participant or Observer status on any other person as deemed appropriate.
- f. Student Council has the power to create non-executive Council member positions.
- g. Each Student Council member must attend all Council meetings and represent their constituency at all forums.
- h. A Student Council member may resign by notifying the Student Council Chair in writing and their resignation takes effect upon receipt of this notification.
- i. Student Council members shall be deemed to have resigned from Student Council if they miss two consecutive Council meetings or one Students Forum without giving apologies to the Student Council Chair and do not provide satisfactory reasons acceptable to Student Council.
- j. Student Council members who are on an external placement or a study abroad programme as part of their studies may resign from their posts should this placement interfere with their attendance at Council meetings.
- k. Where possible, Student Council members will be allowed to attend remotely via videoconferencing software (Teams, Zoom, Jitsi, etc.) in a hybrid capacity. However, where this is not possible and the member cannot attend in any capacity for two consecutive Council meetings and has not sent apologies or

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otherwise given good reason for their non-attendance to the chairperson as deemed by Council, they will be deemed to have resigned.

#### **4. Roles**

- a. The Student Council Chair will chair the meetings according to the Standing Orders in Appendix One of this Bye Law. If the Chair is not present or has not been elected and the Deputy Chair has not been elected, the meeting can be chaired by the President, or the chairing of the meeting may be opened to the floor.
- b. The Deputy Chair of Student Council is appointed once Student Council convenes and is elected from within the council membership. The Deputy Chair is called upon when the Student Council Chair is unavailable to chair Council or other meetings linked to their role.
- c. In the event that the Student Council Chair resigns from their role, the Deputy Chair will chair all council meetings until a new Chair is elected. In the event that a new Chair is not elected within a four-week period, Student Council will be asked to vote on appointing the Deputy Chair into the Chair's role for the remainder of the academic year.
- d. Faculty Representatives (Reps) are elected by Student Council to represent each of the faculties of the University. The Reps for each faculty are elected from the department reps from that faculty.
- e. Faculty Reps sit on the Faculty Boards and other relevant committee or working groups which are dedicated to the improvement or augmentation of their faculty.
- f. The Faculty Reps form the education working group and provide regular updates to the Faculties Officer and the Vice President Academic.
- g. All Council members must fulfil any mandate pertaining to their role or directed by Student Council.
- h. Outgoing Council members will be required to write a summary of their experience on Student Council, called the Handover Document. Failure to complete the document may impinge on successfully attaining PVA hours. The Leadership and Representation Office (LRO) shall ensure there is adequate training provided for the incoming officers.

#### **5. Notice of meetings, agenda, and motions**

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- a. Student Council will meet at least three to four times during each Semester and meetings are scheduled for a maximum of 90 minutes. The LRO bring suggested meeting dates to the first Student Council meeting for agreement and the dates are then posted on the website. Meetings may take place, Online, Fully in person, or in person with a hybrid option for those who's attendance is impacted by an extenuating circumstance.
- b. LRO is responsible for the coordination of agenda preparation, meeting arrangements and paperwork. Student Council members and Student Officers must send any agenda items to the LRO at least five university days before the meeting. The final agenda and associated papers will be posted at least two university days before the meeting to allow Council members to be fully briefed.
- c. The agenda for Council meetings will always include the following items:
  - Apologies
  - Minutes of the last meeting to be agreed for accuracy
  - Matters arising from the minutes not included in this agenda
  - Motions
  - Officers' Reports and Questions to Officers
  - Executive Oversight Sub Committee report (twice a semester)
  - Items for discussion
  - Any other business (AOB)
- d. Any motions must be submitted in writing to the Student Council Chair at least five university days before the Council meeting. Any motions proposing changes to a Bye Law must include a reference to the relevant part of the Bye Law.
- e. New policies or amendments to existing policies can be brought to Council as a motion. Advice from the LRO can be sought in relation to the wording of a policy or an amendment.
- f. Motions must not be in breach of the Constitution, the Bye Laws, and the University of Limerick Code of Conduct.
- g. An emergency Council meeting may be called by the President; a majority of Executive members; or one third of Student Council. This is done by way of a written request to the Student Council Chair who consults with LRO. An emergency meeting should usually deal with only one topic. Related motions may be put to the emergency meeting in line with this Bye Law, but only after a full discussion of the topic.

## **6. Proceedings at meetings**

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- a. The quorum for all Student Council meetings shall be a simple majority of Council members. If the meeting is inquorate, it may carry on for information and discussion, but no voting can take place.
- b. Voting at Student Council meetings shall be by a simple majority of members present and voting. Voting at online meetings will be done through an online poll and voting at offline meetings will be done through a show of hands.
- c. Motions must be submitted in writing to the Student Council Chair at least five university days before the Council meeting. Any motions proposing changes to a Bye Law must include a reference to the relevant part of the Bye Law. Each motion submitted must be proposed and seconded by two Council members.
- d. All discussion and voting at Student Council takes place according to the Standing Orders in Appendix One of this Bye Law.
- e. Minutes of Student Council meetings will be taken by a member of the LRO and circulated to all members. At the next Student Council meeting corrections will be made if necessary and the minutes agreed as an accurate record. The agreed minutes will be posted on the Union website.

## **7. Holding Executive to account**

- a. Each year an Executive Oversight Committee is elected from within the Student Council membership. The committee is made up of five council members whose role is to liaise with the LRO in reviewing Executive Officers' performance and reports. Once all 5 members are elected, the committee will meet with the Student Representation Coordinator who will explain the nature and intention of the committee.
- b. The committee will meet twice per semester to review the work of Executive performance and reports. These meetings will be co-ordinated by the LRO.
- c. If an issue is identified as a result of the review, the committee will be required to produce a written report and will work with the LRO on this report. Where necessary the General Manager will be made aware of any concerns arising before they are formally addressed. No personal information shall be included, and the reports must be objective and factual. Based on their report Council may decide to initiate a petition for a referendum to remove an officer as outlined below.
- d. Every Executive Officer or Council member who has been elected where there were at least two candidates (which may include a reopen nominations candidate) in the election shall be liable to be removed from office on a

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proposal to that effect approved by a Referendum held in accordance with Bye Law 5: Elections. Where such a proposal is approved, it shall take effect upon the declaration of the Returning Officer. A quorum for the removal of any such Executive Officer or Council member shall be 50% of the total number of valid votes cast in the election for the position. Where such a proposal is approved, s/he will be deemed to have resigned and may not stand for re-election in any subsequent election.

- e. Every Executive Officer or Council member who has been elected where there was not at least two candidates (which may include a reopen nominations candidate) in the election shall be liable to be removed from office on a proposal to that effect to the Council passed by a Qualified Majority of Council members present and voting. Where such a proposal is passed, s/he will be deemed to have resigned and may not stand for re-election in any subsequent election.
- f. The Clubs Officer and the Societies Officer on the Executive shall only be liable (subject to point 7.h. below) to be removed from office by a proposal to that effect passed by the Clubs and Societies Council in accordance with the Clubs and Societies Rulebook.
- g. The Postgraduate Students' Union (PGSU) Executive Nominee shall not be liable to be removed by the Union from any PGSU Office that they hold (subject to point 6.h. below). They may be removed by the PGSU in accordance with their own procedures. They can be excluded from representing postgraduates on Student Council, Executive or any other body formed by the Union. Executive may then seek the PSU Executive to nominate a replacement representative.
- h. Any Executive member or Student Council member who has been expelled from the University as a result of a breach of the University's Code of Conduct shall be deemed automatically resigned from office upon such expulsion coming into effect.

## **8. Review of Bye Laws and Student Union Policy**

- a. Every five years the Board of Directors and Student Council jointly appoint a review group, which includes representatives of Clubs and Societies and Postgraduate Student Union, to carry out a review of the Bye Laws.
- b. All amendments to the Bye Laws, whether arising from the review or deemed necessary from time to time, must be passed by a simple majority vote at meetings of both the Board of Directors and Student Council.
- c. Any amendments which are relevant to Clubs and Societies will be subject to approval of Clubs and Societies Council. Any amendments which are relevant

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to the Postgraduate Student Union will be subject to the approval of the Postgraduate Student Union Council (or equivalent).

- d. All policy agreed by Student Council, and excluding policy decided by Referendum, will have an initial lifespan of three years which can be extended at the direction of Student Council. It is the responsibility of the LRO to ensure that policies due for review are brought to Council and the Students Forum is informed.

## **Appendix One**

### **Student Council Standing Orders**

1. These standing orders may not be suspended.
2. A copy of the Standing Orders shall be available at each meeting.
3. Each speaker shall address himself/herself solely to the Chairperson.
4. The Chairperson shall ensure, wherever practicable, that speakers for and against the question under discussion address the meeting alternately.
5. Whenever the Chairperson speaks, he/she shall be heard in silence and any other member shall, at once, cease speaking.
6. The Chairperson may leave the Chair at any time to contribute to the debate but must formally pass the Chair to the Deputy Chair for the rest of that item.
7. The Chairperson shall have a casting vote.
8. If the Chairperson is unwilling to exercise a casting vote, the motion may be put again or declared, 'Not carried'.
9. The Chairperson shall have general responsibility for ensuring that discussion is conducted in an orderly fashion and that speakers are not interrupted except as provided for in these standing orders.
10. The Chairperson shall ensure that speakers adhere to the motion when speaking.
11. Every motion or amendment which shall be proposed, or any report given, shall thereafter be open for discussion.
12. The proposer shall have the right to reply immediately before a vote is taken but may not then introduce fresh subject matter.
13. Only one motion, report, or amendment to a motion may be before the floor at any one time.
14. Amendments to a motion shall be relevant to it and form an intelligible unit with it. They may not seek to negate it directly.
15. If an amendment is carried or accepted, the original motion incorporating the amendment shall become the main motion to which further amendments may be moved.

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16. If, at any time, there is no discussion, the Chairperson may inquire whether there is any opposition and, if not, shall declare the motion carried.
17. Procedural motions are used to move the debate along and empower students to take control of the debate and make sure it is moving in an appropriate direction. The following procedural motions may be put:
  - 17.1 A motion that a vote be taken
  - 17.2. A motion that a vote is not taken
  - 17.3. A motion to postpone or adjourn the matter to a later specified time or meeting
  - 17.4. A motion to refer the matter to the Executive or to any other specified body for examination or report
  - 17.5 A motion of no confidence in the Chairperson
  - 17.6. A challenge to the Chairperson's ruling
  - 17.7 A motion that an item be voted on in parts
  - 17.8 A Live amendment to be made to the motion
18. Procedural motions shall require a seconder.
19. Procedural motions may not be proposed while any member is speaking on a point of order or during the act of voting.
20. The Chairperson may refuse to put any procedural motion if one of similar effect and related to the same subject matter has been defeated within the previous fifteen minutes.
21. The proposer of a procedural motion should speak in favour of the motion, followed by one speaker against the procedural motion. It shall then be put to a vote.
22. The proposer of the main motion under discussion shall have priority in speaking against the procedural motion except in the case of procedural motions Standing Orders (SO)17.5 and SO17.6 where the Chairperson shall have priority.
23. When Standing Orders (SO) 17.5 and SO 17.6 are proposed, the Chairperson shall leave the Chair until it is determined, passing the Chair to the Deputy Chair until the issue is determined. If SO 17.6 is carried, the Chairperson shall resume the Chair but shall not give a ruling in accordance with the procedural motion. If SO

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17.6 is carried, the Chairperson to whom it relates shall not take the Chair for the remainder of that meeting and the Deputy Chair remains in the Chair.

24. When SO 17.1 is carried the Chairperson shall immediately allow the proposer of the main motion to sum up and reply and then put the main motion to a vote.
25. Amendments may not be proposed to procedural motions except in respect of the element of time in SO 17.3 or in respect of the body to which the matter is referred to in SO 17.3. No procedural motion may be moved in respect of another procedural motion.
26. A point of order shall have precedence over all other business except the act of voting (unless it refers to the conduct of the vote).
27. A point of order may be raised by any member it provided that he/she raises the point immediately and states that he/she is raising 'on a point of order'.
28. A point of order shall relate only to the procedure adopted or to the conduct of the meeting.
29. A point of information may be raised at any time except during a point of order or the act of voting, provided that the speaker states that he/she is rising on a 'point of information'.
30. The speaker on the floor may accept or refuse a point of information and if the speaker refuses, the person offering the point of information shall immediately stop speaking.
31. A point of information shall consist of brief and relevant information offered to or asked from the speaker.
32. Voting shall be by a show of hands unless otherwise called for. At an online meeting voting shall be by an online poll.
33. The Chairperson shall then declare the result.
34. Decision shall normally be by simple majority.
35. The Chairperson, if requested by any member of the meeting, may appoint tellers if necessary.

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**University of Limerick Students' Union**

**Bye Law 3: Executive**

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**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

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- 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

b. 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

- c. The voting members of the Executive shall be elected according to Bye Law 5: 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.
- d. 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.
- e. No person shall hold more than one Executive post at one time.
- f. 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.
- g. 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**

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- 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

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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.

- I. 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 facilitate 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.
- b. 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.

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**University of Limerick Students Union**  
**Bye Law 4: Board of Directors**

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**15. Purpose**

The purpose of University of Limerick Students' Union (ULSU) is to:

- c. advance the education of University of Limerick students and of the University of Limerick as a whole
- d. promote and actively pursue the betterment of the interests of University of Limerick students
- e. represent the interest of University of Limerick students and act as a channel of communication in dealing with the University and other bodies
- f. promote, encourage, and facilitate student Clubs and Societies equally

**ULSU commits to:**

- doing these things without discrimination on the grounds of age, sex, race, religion, creed, sexual orientation, disability, or medical condition, except where action is needed to promote equality of opportunity
- being independent of any political party or religious organisation

The purpose of the Board of Directors is to take responsibility for the governance of the Union in the following areas:

- a. Overall direction of the work of the Union staff
- b. Financial management
- c. Legal and regulatory compliance
- d. Accountability

Under company law, the Board of Directors are obliged to:

- Act in good faith and in the company's interest.
- Act honestly and responsibly in relation to the company.
- Act in line with the company's constitution and the law.
- Not use their powers for personal gain or for the benefit of others at the company's expense.
- Act with due care, skill, and diligence.

The Board of Directors of the Company must act in accordance with the Bye Laws and the University of Limerick Code of Conduct, as well as the Constitution

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## **16. Function**

Under the constitution of University of Limerick Student Union Company Limited by Guarantee (CLG), the function of the Board of Directors is to:

- a. Act prudently to protect the assets and property of Union and ensure that the Union finances operate efficiently and effectively in line with the Union's financial regulations.
- b. Approve the Union budget in consultation with the Student Council and to ensure that financial reports are made available to Student Council on request.
- c. Ensure that proper books of account are maintained and audited annually.
- d. Submit the Union budget, annual report, audited accounts, and any other information annually to the UL Finance Department as it is a prerequisite of the University's Governing Authority before funding will be transferred. The Board of Directors must also ensure full participation in audits carried out by the University's Governing Authority Audit Committee
- e. Open bank accounts in the name of the Union and lend, invest, or borrow money in line with the Union's finance regulations.
- f. Approve the Union's annual report detailing the activities of the Union, the Union finances, including any donations made to external organisations, and any other information required under the Companies Act.
- g. To ensure the Union acts as a responsible employer.
- h. Monitor the performance of the General Manager.
- i. Monitor and evaluate the progress of the Union Strategic Plan and create the Strategic Planning Framework which agrees the direction and priorities of the work of the Union but does not constrain the priorities of Executive or the Student Officers.
- j. Review the risks to which Union is subject; take action to mitigate these risks and ensure sound risk management.
- k. Make, repeal, or amend Bye Laws jointly with Student Council and in line with Article 25.1 of the Constitution.
- l. Initiate a review of the Constitution and Bye Laws every five years, with the support of the Leadership and Representation Team.

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## **17. Membership and attendance**

- a. The Board of Directors are also the members of the company.
- b. The membership of the Board of Directors is made up of:
  - i. Four Student Officers as elected in accordance with Bye Law 5: Elections
  - ii. The Chair of Student Council as elected in accordance with Bye Law 5: Elections
  - iii. The Faculties Officer as elected in accordance with Byelaw 5: Elections
  - iv. Up to a maximum of four External Directors to be appointed in accordance with this Bye Law
- c. The Student Directors remain as Directors of the company while they are in post and cease to be Directors when their terms come to an end. When new Student Officers, Chair of Student Council and Faculties Officer are elected they become Directors of the Company.
- d. External Directors are appointed according to the following process:
  - i. Appointments sub-committee (see clause x below) identifies any skills gaps arising on the Board, with regard for the need of skills and experience in the areas of: Financial Management; HR; Governance; Student Union organisation. This will include speaking with existing External Directors to ascertain if any directors are intending to stand down and not seek re-election at the next AGM.
  - ii. Appointments sub-committee seeks candidates with appropriate skills using a variety of methods which may include: adverts on Union website; word of mouth; alumni network; previous student officers; and external sources such as Boardmatch and Limerick Volunteer Centre.
  - iii. Appointments sub-committee vets candidates to ensure they meet the criteria and propose candidates to the Board
  - iv. External Directors are appointed by a simple majority vote of the Board of Directors voting in their capacity as members of the company at the AGM.
- e. If casual vacancies arise among the External Directors, the process outlined in 3.d above may be followed and the casual vacancy filled by a simple majority vote at a meeting of the Board of Directors. Any Director so appointed shall hold office only until the next annual general meeting and shall then be eligible for re-election.

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- f. Once appointed at an AGM, and unless their period in office is terminated for any of the reasons listed in the Constitution, an External Director may remain in office for a term of up to three years before standing for re-election. An External Director may serve a maximum of three terms before standing down from the Board and not standing for re-election within three years.
- g. Under the Constitution, the Board of Directors may remove any director if they fail to attend three consecutive meetings without the leave of the Chair. See 4.i below for more detail.
- h. Under the Constitution, any director who is a Student Officer or a student of the University and who has been expelled from the University as a result of a breach of the University's Code of Conduct shall be deemed automatically resigned from the office of Director.

#### **18. Proceedings of the Board of Directors**

- e. The Board of Directors will meet as often as they decide necessary and at least five times a calendar year, including one meeting between June and September.
- f. At the first meeting of the Board of Directors after the formation of the Company, the Board will select a Chair from among the External Directors.
- g. The Chair of the Board may remain as Chair for a maximum of three years and must then stand down as Chair, but may stand for re-election to the Board until they have served a maximum of three terms on the Board, when they must stand down from the Board and not stand for re-election within three years.
- h. At the first meeting of the Board after the Chair has stood down, the Board will select a Chair from among the External Directors.
- i. The agenda of Board meetings will be agreed by the Chair and the General Manager and all Directors will be invited to submit items for the agenda.
- j. The quorum at meetings of the Board of Directors will be five, provided that there are at least three Directors present who are either Student Officers or Chair or Vice Chair of Student Council and two external Directors present.
- k. The Board will seek to take decisions by consensus, and if this is not possible by a simple majority vote providing that the majority of directors present are student directors.
- l. The Board will seek external legal and/or financial advice before taking decisions that have potentially significant legal or financial consequences.

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- m. Minutes of the meetings of the Board of Directors will be taken and circulated to the Board members. Any necessary corrections will be made at the next meeting, the minutes agreed as an accurate record and signed by the Chair. Agreed minutes will be filed and made available to all students on request, with the exception of any minutes deemed confidential by the Board of Directors.
- n. Any Director who cannot attend a board meeting must send apologies to the Chair. If a Director fails to attend two consecutive meetings without apologies, they will be asked to give a reason for their absence to the Chair. If they fail to attend three consecutive meetings without apologies, they will be deemed to have resigned. In the case of a student director being deemed to have resigned, the Executive Oversight Committee of Student Council will be informed.
- o. The General Manager will be in attendance at all meetings of the Board of Directors, with the exception of items concerning the pay or performance of the General Manager and the performance of the Board of Directors.
- p. When voting on Student Officer pay, the Student Officers present do not vote.
- q. Participant or Observer status at meetings of the Board of Directors may be granted at the discretion of the Chair.
- r. The Board of Directors shall set up an Appointments Sub-committee in order to fulfil the tasks outlined in 3.c above, comprising the Chair, one other External Director and two Student Directors.
- s. The Board of Directors may set up other sub-committees as necessary to carry out specific tasks, and agree their membership and terms of reference.
- t. Every five years the Board of Directors carry out a review of the Constitution, in consultation with Student Council.
- u. Any amendments to the Constitution must be passed by a special resolution at a General Meeting of the company requiring a 75% majority.
- v. Every five years the Board of Directors and Student Council jointly appoint a review group, which includes representatives of Clubs and Societies and Postgraduate Student Union, to carry out a review of the Bye Laws.
- w. All amendments to the Bye Laws, whether arising from the review or deemed necessary from time to time, must be passed by a simple majority vote at meetings of both the Board of Directors and Student Council.

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- x. Any amendments which are relevant to Clubs and Societies will be subject to approval of Clubs and Societies Council. Any amendments which are relevant to the Postgraduate Student Union will be subject to the approval of the Postgraduate Student Union Council (or equivalent).
- y. The Directors must appoint a Company Secretary who may be a Director or a member of staff.

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**University of Limerick Students' Union**  
**Bye Law 5: Clubs and Societies**

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**1. Clubs and Societies**

- a. The Union shall facilitate the establishment of clubs and societies. For a club or society to be recognised by the Union, the club or society must satisfy the conditions set out in the clubs and societies rulebook.
- b. Executive or Student Council proposals, amendments or decisions relating to the clubs and societies organisation, administration or finance must be presented to Clubs & Societies Council. If Clubs and Societies Council disagree with the proposal, amendment or motion proposed by the Student Council or Executive, the issue shall go to the Board of Directors.
- c. Subject to the provisions of this Bye Law, the Union recognises the autonomy of Clubs and Societies Council in determining clubs and societies policy and coordination of clubs and societies activities under the auspices of the Union.
- d. There shall be an up-to-date Union clubs and societies rulebook, which shall outline clubs and societies council policies, herein referred to as the "Clubs and Societies Rulebook." All clubs and societies shall be bound by the Clubs and Societies Rulebook.
- e. Clubs and Societies Council shall have the right to mandate the Clubs and Societies Executive and the Executive in matters relating to the running of clubs and societies.
- f. There will be a Clubs Officer and a Societies Officer that sit on the Executive and Clubs and Societies Executive and report to both councils. The Clubs and Societies Officers, as members of the Executive will be full voting members and entitled to vote as part of the Executive. Clubs and Societies Officers shall vote in the manner directed by the Clubs & Societies Council in respect of any proposal, amendment or decision relating to the clubs and societies organisation, administration, or finance.
- g. All clubs & societies, Clubs and Societies Council and Clubs and Societies Executive shall be administered in accordance

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with the rules and procedures contained within the Clubs and Societies Rulebook and may not be in conflict with the constitution or the Union Bye Laws.

**2. Clubs and Societies Council**

- a. The Clubs and Societies Council shall consist of the Clubs and Societies Executive, and two committee representatives from each club and society.
- b. The President shall appoint the chairperson of Clubs and Societies Council.
- c. The Clubs and Societies Council shall meet at least three times per Semester.
- d. All Clubs and Societies Council meetings shall be quorate if there is at least 50% of recognised clubs and societies plus one present.
- e. Clubs & Societies Council meetings shall be arranged and run in accordance with the procedures and standing orders contained within the Clubs and Societies Rulebook.

**3. Clubs and Societies Executive**

- a. Clubs and societies are represented on the Executive by a Clubs Officer and a Societies Officer, respectively, and both officers are elected in accordance with the Clubs and Societies Rulebook.
- b. The President or his/her nominee shall be member on the Clubs and Societies Executive, the rest of the membership of the Clubs & Societies Executive is determined by Clubs & Societies Council and is outlined in the Clubs & Societies Rulebook.
- c. The members of the Clubs and Societies Executive elected by clubs and societies may only be removed by Clubs and Societies Council by the rules outlined in the Clubs & Societies Rulebook.

**4. Head of Student Engagement**

- a. There shall be a Head of Student Engagement employed by the Union with responsibility for managing the Clubs & Societies Department.
- b. The Head of Student Engagement will manage the department and its staff as necessary to deliver a high level of service to the student Clubs & Societies.

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- c. The Head of Student Engagement shall report directly to the General Manager of the Union.

## **5. Allocation of Clubs & Societies Funds**

- a. The undergraduate capitation from University of Limerick to the Union will be split on a percentage of 50/50 between Union operations and Clubs & Societies. It will be subject to review and change if there is a substantial increase or decrease in student numbers that may put unexpected financial pressure on either Union operations or Clubs & Societies. Student Life will always endeavour to lobby University of Limerick for an increase on the capitation rate from current rate of €100 per student, to match the organisations growth.
- b. All recognised clubs and societies shall compete on an equal basis for funds allocated by the Union. All money not claimed by individual clubs and societies shall be reallocated to clubs and societies in the following year's budget.
- c. Recognised clubs and societies shall submit budgets to the Clubs and Societies Department using the established procedures as agreed by the Clubs and Societies Council and outlined in the Clubs & Societies Rulebook.
- d. The Clubs and Societies Executive shall allocate funds to every club and society using the established procedures as agreed by the Clubs and Societies Council and outlined in the Clubs & Societies Rulebook.
- e. A portion of the annual clubs and societies funds shall be retained as the Special Applications Fund. Applications to this fund shall be submitted to the Clubs and Societies Department, as appropriate, in accordance with the Clubs and Societies Rulebook. Allocations shall be made at the discretion of the Clubs and Societies Executive using the established procedures as agreed by the Clubs and Societies Council.
- f. A portion of the annual clubs and societies funds shall be retained for staffing and administration purposes, to support the Clubs and Societies Department.
- g. The President shall present the annual budget for the following Academic Year to Clubs and Societies Council during the spring Semester. This budget shall include administration costs, proposed total budgets for clubs and societies and proposed total special applications fund.

**University of Limerick Students Union**

**Bye Law 6: Finance**

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This Bye Law deals with the finances of the Company known as University of Limerick Students Union, and includes the development of the budget, financial procedures, accounts, and financial reporting.

**1. The Budget**

- a. Each Company department shall submit an estimate of expenditure for the following academic year by the end of June in each year.
- b. Student Council will be consulted before the end of semester two on the development of the budget for the following academic year.
- c. The Board of Directors shall set a provisional budget for the coming academic year based upon:
  - i. Company Strategic Goals
  - ii. Grants allocated for current and previous term of office.
  - iii. Audited expenditure for previous term of office
  - iv. Estimate of expenditure for coming term of office.
- d. The Senior Management Team shall consider all estimates in comparison with the Companies' estimated income for the coming year and shall formulate the budget for the Company.
- e. The Senior Management Team are required to submit the budget to the Board of Directors for approval.
- f. Should the Board of Directors reject a budget, the Senior Management Team shall revise the Budget and shall resubmit to the Board of Directors within two weeks.
- g. Based on the HEA recommendations, the University sets the overall level of subvention and capitation, the Senior Management team shall negotiate this at the University Finance Committee and report the allocation to the Board of Directors.
- h. In the autumn semester, the Senior Management Team shall formally allocate the finances of the Company to all the departments in accordance with the Budget.
- i. The Senior Management Team may amend the budget subject to ratification from the Board of Directors and Student Council will be informed of any amendments.

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- j. No resolution (ordinary or special) or proposal of the Board of Directors or Student Council shall have effect unless the budget heading from which the expenditure is to be taken is stated and according to the Senior Management Team there remain sufficient funds to meet such expenditure.
- k. The Senior Management Team shall not, during any given academic year, authorise recurrent expenditure of an overrun more than 5 per cent of income without Board of Director's approval.
- l. Each year the Board of Directors shall agree a sum from the total capitation fee to be retained as an accumulating reserve to meet unforeseen contingencies. This reserve shall only be used as collateral towards the Companies' development. This process would be in line with the Reserves Policy of the Company.
- m. A contribution from Companies' income streams shall be credited to the reserves to maintain their real value.
- n. Only monies sourced from non-capitation income streams may be used for any charitable, civic or investment purpose.

## **2. Financial Procedures**

- a. The Board of Directors shall be responsible for the allocation and control of all Companies' funds subject to this Constitution.
- b. All EFT's and payments shall be reviewed, processed, and accounted for in advance of payment (in line with the internal control procedures).
- c. The senior management personnel shall be responsible for the handling of all monies within the Company (in line with the internal control procedures).
- d. The Board of Directors shall supply written authorisation for any recurrent, capital, or contractual expenditure above €3000 for any of the Company's activities to the senior management personnel to ensure that due regard is given to Companies' cash flow.
- e. The Board of Directors through the Senior Management shall incur contractual obligations on behalf of the Company in pursuance of the aims and objectives of the Company policy.
- f. The senior management personnel shall be jointly responsible with the Board of Director's for drawing attention to adverse fiscal trends.

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- g. The senior management personnel shall be responsible for ensuring there are robust financial procedures available in a manual. Training on the relevant procedures must be provided for incoming staff and it is the senior management's duty to enforce the financial procedures and report continuing breaches of financial procedures to the Board of Directors.
- h. No order shall be placed for goods and services unless accompanied by a Purchase Order Number and following the purchase order procedure set down by senior management. The Company shall reserve the right not to pay for goods or services unless ordered officially in which case payment would be the responsibility of the individual placing the order.
- i. The accounts of the Company shall be audited by a qualified external auditor at the end of each financial year in advance of its annual ARD and presented at the AGM.
- j. The Company accepts no liability for overdrafts or debts incurred by Clubs, Societies, or individuals connected with or recognised by the Company.

### **3. Financial accounts and reporting**

- a. The Senior Management Team shall be responsible for the presentation of annual audited accounts relating to the Companies activities.
- b. These shall consist of, as a minimum, a Director's Report (including a statement of the Directors Responsibilities), a profit and loss account, a balance sheet and supporting notes to the accounts as well as comparative figures from previous session's accounts. All the above will be in compliance with the presentation of Financial Statements under FRS 102
- c. The accounts shall be drawn up to the 30th of September each year.
- d. The Board of Directors shall receive regular management accounts and financial statements from the senior management personnel.
- e. Where financial reports are being presented to Board of Directors, such as Management accounts, Annual Accounts and associated notes, accounts shall be sent for inspection two university days before the meeting or posted on the website for the Board Meeting to ensure proper opportunity to have clarification sought. Accounts shall be stated as part of the agenda as a separate item of business.
- 1. See Bye Law 1: Rights, Decision-making and Definitions for clarification on the term 'Senior Management Personnel'.

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**University of Limerick Students' Union**

**Bye Law 7: Representatives**

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**6. Purpose**

This Bye Law outlines the role of representatives, the different types of representatives, and the various representation groups/forums. More information about the functions of the representation groups and forums can be found in Bye Law 1: Rights, Decision-making and Definitions, Bye Law 2: Student Council and Bye Law 3: Executive.

**7. Definition of a Student Representative**

- a. The role of a Student Representative is to ensure the student voice is heard by using democratic forums to gather feedback from the student body, and then in turn discuss this feedback with University staff and student committees.
- b. The purpose of representation to lobby and advocate for a better student experience in all areas, academic, social, welfare, equality, and diversity.

**8. Types of Student Representatives**

As a student representative body, we support the role and function of student governance. The primary bodies responsible are Council, Executive and the Board of Directors, and the following all emanate from the constitution and Council: student officer elections, Council and department representatives, interest-group councillors and class representatives.

- a. 4 full-time Student Officers - President; Deputy President Welfare; Vice President Academic; and Vice President Diversity & Inclusion.
- b. 13 Executive Officers - 4 Student Officers and 9 part-time student representatives: Clubs Officer; Societies Officer; Postgraduate Student Union (PSU) Officer; Student Council Chairperson; Student Events Chairperson; UL Experience Chairperson; Equality & Diversity Chairperson; and Faculties Officer; and Oifigeach na Gaeilge.
- c. 54 Student Council members: 12 Executive Officers; 25 Department Representatives; and 21 Interest Group Councillors. Each Department in the university has one Representative. The Interest Group Councillors include:
  - Sports Councillor; Activities Councillor; and Entertainments Councillor. These positions come under the remit of the Student Events Chair.

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- Equal Opportunities Councillor; Mature Student Councillor; Disabilities Councillor; LGBTQI Councillor; Home International Councillor; Visiting International Councillor; Sanctuary Representative; Parent Representative; Mincéir/Traveller Representative; and Student Carer Representative. These positions come under the remit of the Equality & Diversity Chair.
- Volunteering Councillor; Professional Placement Councillor; Campus Facilities Councillor; Student Services Councillor; Community Councillor; Experience Councillor; Cooperative Education Councillor; and Sustainability Representative. These positions come under the remit of the UL Experience Chair.

In addition, Student Council Deputy Chairperson and 4 Faculty Representatives are elected from within Student Council.

d. Approximately 250 Class Representatives

## **9. Role of Representatives**

- a. Every elected representative within the University of Limerick, part-time and full-time, is elected to their role to represent a cohort of students. The union recognises that it is impossible to determine why a candidate wins an election and therefore the union believes the mandate held by the office is the only mandate the elected representative is required to fulfil. Thus, all elected representatives will not assume that they were elected on the basis of their campaign promises or manifestos alone and will not necessarily be expected or authorised to fulfil these promises.
- b. Student Officers are appointed to represent student opinion and advocate for change by sitting on a variety of UL committees. They refer students to full-time staff for support, advice and assistance on all matters, from grants, examination fees, lectures, library and computer facilities, accommodation, childcare, study and health to finances and social welfare. They run campaigns to highlight key issues and lobby national elected representatives on the same
- c. Student Officers also inherit strategic goals from the UL Student Life strategic plan, that will inform a body of their work. These goals will have been co-created by staff and previous officers to ensure the student voice is at the heart of UL Student Life.
- d. More information on the Student Officer posts can be found on the UL Student Life website. These job descriptions are reviewed and updated annually by Student Officers and a HR Consultant. Any changes that are made are brought to Student Council.

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- e. More information about the part-time Executive Officer posts can be found in Appendix One of this Bye Law.
- f. A Clubs Officer is elected from the Clubs & Societies Council to sit on UL Student Life Executive. This person must be a club representative and their role is to be the voice for all Clubs.
- g. A Societies Officer is elected from the Clubs & Societies Council to sit on UL Student Life Executive. This person must be a society representative and their role is to be the voice for all Societies.
- h. The PSU executive shall nominate a representative to the executive. This normally is the PSU President but can be any nominee from the PSU executive. Their role is to be the voice for all postgraduate students.

## 10. Class Representatives

- a. Each Class Representative (Class Rep) shall represent the interests and views of his or her Class on the Class Representative Forum.
- b. Class Reps shall keep their Class in touch with the business of the Union through their respective Departmental Representative.
- c. Where a large class has more than one Class Rep, the Class Reps shall co-operate with one another in acting for their class.
- d. A detailed job description of a Class Rep can be found on the election page of the UL Student Life website.
- e. Each year the Union oversees the election of more than 250 class representatives. There is no definitive number of class reps. While the student body grows so does the need for representatives. The following is a guideline of the number of Class Reps for each class, however the Union recognises the importance of the student voice and responds to the needs of faculty staff and students, therefore where there is justified cause or reasoning, we facilitate more representation.
  - 1-25 students 1 class representative

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- 26-50 students 2 class representatives
- 51-100 students 3 class representatives
- 101+ students 4 class representatives

- f. Class Reps shall be elected by and from the members of each Class. Every student is eligible to stand as a Class Rep for their class. All elections take place online through the UL Student Life website. A candidate shall be voted in, if they collect 10 digital signatures from that class or a majority of the class. If the candidate has less than 10 members in their class, they are advised to contact the Leadership and Representation Office for guidance.
- g. The nomination period for the Class Reps annual elections opens in Week 1 of Semester 1 and will run for 3 weeks. During this time, the Leadership & Representation Office will run a recruitment campaign, promoting the benefits and importance of the student voice.
- h. Election results will be announced in Week 4 and the close of nominations for the unfilled positions of Class Representative shall be Wednesdays at 5pm in weeks 5, 6, 7, 8, 9, 10 and 11 for each semester. If more than one candidate is elected for a role, an election is necessary. The election is organised by the Leadership & Representation Office and consists of a hust in the classroom between the candidates. This ideally should take place within 5 days of the results.
- i. The term of office of a Class Rep shall cease at the end of the spring semester except in the instances where the Class Rep is on external placement. Class Representatives on external placement where possible still fulfil their duty by highlighting any issues that may arise whilst on placement.
- j. Any complaint received regarding a Class Rep (in their role as class rep only), will be investigated by the LRO. If a decision needs to be made to remove the class rep from their role, this will be brought by the Faculties and Academic Officer to Student Council. UL Student Union does not deal with complaints about students and will refer the student to the University of Limerick Complaints policy.
- k. All Class Reps are obliged to attend The National Student Engagement Programme (NStEP). This program was launched in April 2016 by the Higher Education Authority (HEA), Quality and Qualifications Ireland (QQI) and the Union of Students in Ireland (USI). NStEP aims to strengthen student engagement in decision-making across Irish higher education. The Programme seeks to champion a strong culture of partnership between students and staff through practice-based projects, training, and capacity building, as well as informing policy developments.

In addition to NStEP, the Leadership & Representation Office coordinates the delivery of Leadership Modules.

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## **11. Class Representatives Forum**

2.
  - a. The purpose of the Class Representatives (Class Reps) Forum is to open the channel of communication between Department Representatives and the Class Representatives within their respective departments.
  3. Class Reps Forum consists of: Vice President Academic; Faculties Officer; all Department Representatives; and all Class Representatives.
  - b. Class Representatives shall be directly elected by the students in their constituency as outlined in section 6 above.
  - c. All students shall have Participant Status at Class Reps Forum but can be asked to leave at the request of the Chairperson. Class Reps Forum may grant Participant Status or Observer Status on any other person as deemed appropriate.
  - d. There will be two Class Reps Forums per Semester.

## **Appendix One**

### **Part-time Executive Officer Role Descriptions**

#### **1. Student Council Chair**

The role of Student Council Chair shall include:

- 1° Chairing Students' Council
- 2° Chairing monthly meetings of Council Chairs
- 3° Responsible for approval of agenda for Council Chairs meetings
- 4° Responsible, with Faculty Reps for the development of Student Council
- 5° Attending scheduled Executive meetings
- 6° Attending Board of Directors' meetings
- 7° Liaising with the Democracy Development Officer on all matters relating to Council
- 8° Maintaining a close working relationship with the other Council Chairs
- 9° Working as part of the Student Life team to ensure effective democracy and engagement
- 10° Sitting as a Director for the Union on the Board of Directors and therefore on submission of their nomination form and subsequent election to the position will be accepting to be a Director of University of Limerick Students Union CLG.

#### **2. Student Events Chair**

The role of Student Events Chair shall include:

- 1° Representing the recreation agenda
- 2° Seeking the views of students relating to their experience of recreational activity within the Union and University
- 3° Keeping informed of recreation developments internally, nationally, and internationally
- 4° Establishing and communicating the views of students to the relevant stakeholders within the Union and University
- 5° Arranging monthly meetings with the Councillors in your interest group
- 6° Acting as chair at monthly group meetings
- 7° Addressing issues that arise with the Head of relevant services such the Director of Sport and Recreation and any department heads for whom there is no corresponding Councillor as required or at least twice per semester
- 8° Maintaining a close working relationship with the other Council Chairs
- 9° Coordinating events aimed at promoting recreational activity with the assistance of the Union's Events and Promotion Manager

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- 10° Liaising with the Chair of Council to ensure information passes to all students
- 11° Promoting Union campaigns and engagement amongst students
- 12° Maintaining a log of all issues arising relating to recreation, their status and date of resolution to be sent to the President in weeks 4, 8 and 12 of each semester, or more frequently as necessary
- 13° Attending all scheduled Council Meetings, Student Forum meetings and relevant Council sub-committee meetings
- 14° Working as part of the Student Life team to ensure effective democracy and engagement

### **3. Equality and Diversity Chair**

The role of Equality and Diversity Chair shall include:

- 1. Representing the equal opportunities agenda
- 2. Seeking the views of students relating to their experience of equality of opportunity within the Union and University
- 3. Keeping yourself informed of equal opportunities developments internally, nationally, and internationally
- 4. Establishing and communicating the views of students to the relevant stakeholders within the Union and University
- 5. Arranging monthly meetings with the Councillors in your interest group
- 6. Acting as chair at monthly group meetings
- 7. Addressing issues that arise with the Head of relevant services such the Director of Student Affairs and any department heads for whom there is no corresponding Councillor as required or at least twice per semester
- 8. Maintaining a close working relationship with the other Council Chairs
- 9. Coordinating events aimed at promoting equal opportunities with the assistance of the Union's Events and Promotion Manager
- 10. Liaising with the Chair of Council to ensure information passes to all students
- 11. Promoting Union campaigns and engagement amongst students
- 12. Maintaining a log of all issues arising relating to equal opportunities, their status and date of resolution to be sent to the VP Diversity & Inclusion Officer in weeks 4, 8 and 12 of each semester, or more frequently as necessary.
- 13. Attending all scheduled Council Meetings, Student Forum Meetings, and relevant Council sub-committee meetings
- 14. Working as part of the Student Life team to ensure effective democracy and engagement

### **4. UL Experience Chair**

The role of UL Experience Chair shall include:

- 1° Representing the UL experience agenda

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- 2° Seeking the views of students relating to their overall experience of the Union and University
- 3° Keeping yourself informed of student experience developments internally, nationally, and internationally
- 4° Establishing and communicating the views of students to the relevant stakeholders within the Union and University
- 5° Arranging monthly meetings with the Councillors in your interest group
- 6° Acting as chair at monthly group meetings
- 7° Addressing issues that arise with the Head of relevant services such the Director of Student Affairs and any department heads for whom there is no corresponding Councillor as required or at least twice per semester
- 8° Maintaining a close working relationship with the other Council Chairs
- 9° Coordinating events aimed at developing an insight into what students' ideal UL experience would be with the assistance of the Union's Events and Promotion Manager
- 10° Liaising with the Chair of Council to ensure information passes to all students
- 11° Promoting Union campaigns and engagement amongst students
- 12° Maintaining a log of all issues arising relating to the UL experience, their status and date of resolution to be sent to the relevant Student Officer in weeks 4, 8 and 12 of each semester, or more frequently as necessary
- 13° Attending all scheduled Council Meetings, Student Forum Meetings, and relevant Council sub-committee meetings
- 14° Working as part of the Student Life team to ensure effective democracy and engagement

## 5. Faculties Officer

The role of Faculties Officer shall include:

- 1° Chairing the Academic Working Group
- 2° Sharing some of the responsibility for Department Rep Recruitment
- 3° Ensuring the Faculty Reps make contact with the respective Dean of their Faculty and facilitate meetings between Department Reps and the Dean & ADsAA
- 4° Attending Board of Directors meetings
- 5° Attending Education WG
- 6° Being responsible, with Faculty Reps, for the development of Class Representatives
- 7° Being responsible for signing Student Council Reps in at Council and when unavailable shall delegate that responsibility
- 8° Representing Department Reps on Faculty issue/issues that affect more than one course
- 9° Being answerable to the Academic Officer and Student Council
- 10° Where applicable, attending Faculty Board in place of an absentee Faculty Reps

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- 11° Acting as the first point of contact for advising Department Reps
- 12° Keeping in regular contact with Department Reps and Faculty Reps
- 13° Sitting as a Director for the Union on the Board of Directors and therefore on submission of their nomination form and subsequent election to the position will be accepting to be a Director of University of Limerick Students Union CLG.

## **6. Clubs Officer**

The role of Clubs Officer shall include:

- 1° Advising and aiding in the development and organisation of all Clubs.
- 2° Being familiar with the affairs of all clubs on campus and also being responsible for the development of new clubs on campus.
- 3° Sitting on the Club and Societies Executive.
- 4° Being a member of the SU Executive, and shall have specific responsibilities pertaining to their role and responsibilities to Clubs and Societies Executive, the below responsibilities are pertaining to the Clubs Officer's role and responsibilities as a member of the Executive which will include:
  - 5° Representing the clubs and Societies agenda to the Executive and Council
  - 6° Reporting to the Executive on issues relating to Clubs & Societies Executive and Council and relaying information back to the Clubs and Societies Executive
  - 7° Ensuring Section 1.b in Bye Law 8: Clubs and Societies is adhered to by the executive and council.
  - 8° Attending all scheduled Council Meetings, Student Forum Meetings and relevant Council sub-committee meetings and working as part of the Students' Union team to ensure effective democracy and engagement.

## **7. Societies Officer**

The role of Societies Officer shall include:

- 1° Advising and aiding in the development and organisation of all societies.
- 2° Being familiar with the affairs of all societies on campus and shall also be responsible for the development of new societies on campus.
- 3° Sitting on the Club and Societies Executive.
- 4° Being a member of the SU Executive, and shall have specific responsibilities pertaining to their role and responsibilities to Clubs and Societies Executive, the below responsibilities are pertaining to the Societies Officer's role and responsibilities as a member of the Executive which will include:
  - 5° Representing the clubs and Societies agenda to the Executive and Council.
  - 6° Reporting to the Executive on issues relating to Clubs & Societies Executive and Council and relaying information back to the Clubs and Societies Executive.

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- 7° Ensuring Section 1.b of Bye Law 8: Clubs and Societies is adhered to by the executive and council.
- 8° Attending all scheduled Council Meetings, Student Forum Meetings and relevant Council sub-committee meetings Working as part of the Students' Union team to ensure effective democracy and engagement.

## **12. Postgraduate Students' Union Executive Nominee**

The role of Postgraduate Students' Union Executive Nominee shall include:

- 1° Being a member of the SU Executive, and shall have specific responsibilities pertaining to their role and responsibilities to PSU Executive, the below responsibilities are pertaining to the PSU Executive Nominee's role and responsibilities as a member of the Executive which will include:
- 2° Representing the Postgrad students' agenda to the Executive and Council.
- 3° Reporting to the Executive on issues relating to PSU Executive and Council and relaying information back to the PSU Executive.
- 4° Ensuring Article 22 of the Constitution and the Memorandum of Understanding is adhered to by the executive and council.
- 5° Attending all scheduled Council Meetings, Student Forum Meetings, and relevant Council sub-committee meetings.
- 6° Working as part of the Student Life team to ensure effective democracy and engagement.

## **13. Oifigeach na Gaeilge**

The role of Oifigeach na Gaeilge shall include:

- 1° Representing the aims and interests of the gaeilgeoir/gaeilgeoirí agenda.
- 2° Promoting the use of the Irish language within the Union.
- 3° Fostering the development of a bilingual culture within the University.
- 4° Establishing and communicating the views of gaeilgeoirí to the relevant stakeholders within the Union and University.
- 5° Maintaining good relations with groups promoting the Irish language within the University.
- 6° Keeping informed of Irish language and cultural developments internally, nationally, and internationally.
- 7° In conjunction with the Events Chair and the Union's Events and Engagement team, organising and coordinating cultural activities including, but not limited to, Seachtain na Gaeilge.
- 8° Chairing the 'Coiste na Gaeilge' Working Group.
- 9° Promoting the presence and development of bilingual signage across campus
- 10° Promoting Union campaigns and engagement amongst students through the medium of Irish where appropriate.

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- 11° Attending all scheduled Council Meetings, Student Forum Meetings, and relevant Council sub-committee meetings as required.
- 12° Reporting to the VP Diversity and Inclusion Officer/
- 13° Working as part of the Student Life team to ensure effective democracy and engagement.

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## **University of Limerick Students' Union**

### **Bye Law 8: Elections**

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#### **1. Purpose**

This bye law outlines how the Students' Union conducts all Referenda and Elections.

#### **2. Types of Elections**

- 1) Student Officer Elections
- 2) Executive Officer Elections
- 3) Student Council Elections
- 4) Class Representative Elections
- 5) Referendum

Any student who is a registered student of the University of Limerick can run for election.

The Leadership and Representation Office (LRO) facilitates and coordinates any referendums and the elections for all representative roles. The procedures for each election can vary and are outlined below.

#### **3. Returning Officer**

A Returning Officer is someone who is appointed to oversee the election process. The Returning Officer, who shall not be a student, shall be appointed annually by Student Executive. The Returning Officer shall have duties and responsibilities as set out in this Bye Law. The Returning Officer may appoint a deputy and assistants to support them in their duties.

The Returning Officer shall: -

- 1) Oversee the close of nominations for Executive Elections
- 2) Oversee the count and give confirmation to the Student Representation Coordinator to announce the results of the elections Electoral and Referenda Board

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#### **4. Electoral and Referenda Board**

There shall be an Electoral and Referenda Board, referred to as the ERB.

The ERB shall: -

- 1) Make the rules and amend the rules from time to time (appendix)
- 2) Ensure co-ordination of all aspects of the elections or Referendum according to this constitution and the rules

The Student Representation Coordinator shall on behalf of the ERB be responsible for the implementation of the matters set out in 3.2 above. Membership of the ERB shall be opened to all members of council. We endeavour to have representation from all student areas i.e., UL Student Council, Clubs and Societies and the UL Postgraduate Student Union.

Therefore, the ERB should be comprised of the following:

- a. UL PSU Council member
- b. Members of Clubs and Societies Executive
- c. ULSL Executive members
- d. Student Council Members not already picked from 3a, 3b or 3c above.

The chairperson of each of these committees will ask the committee members to nominate themselves for the ERB position(s). If there are more names put forward than the total needed, the first student(s) to apply for the role(s) will be given the position(s) on the ERB, and the members that are not chosen will be put on a back-up list in case the chosen nominee(s) is/are not available.

In the unlikelihood that these positions cannot be filled, the chairperson of the relevant committee that has not been able to fill the role(s) will choose a replacement/replacements. If it is deemed impossible to nominate a replacement, the excess roles will be allocated to a Student Council Member.

Full-time Student Officers (both at ULSL and PSU) must remain neutral and therefore must abstain from ERB

No member of the ERB may be seeking or be involved in the election or Referendum for which it has been established. The ERB shall, from its number, select a chairperson. The Student Representation Coordinator shall have participant status on the ERB and will guide and coordinate the process.

The ERB shall be in place before each election and shall implement the rules for the Academic Year in accordance to the rules and guidelines in Appendix One of this Bye Law.

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If the ERB is not at full capacity by the time nominations close (7 members), they can still operate once they have a minimum of 3 members.

If there are an even number of members on the ERB and they are tied in a decision, the chairperson of the ERB shall have the deciding vote.

Where an election is in progress under this Constitution, the ERB may, at its discretion, make such directions or decisions as it may determine appropriate to govern the canvassing or other activities of candidates or their agents in seeking election.

The ERB can run a campaign to promote voting on the day and the existence of the election in general.

Campaigning Rules and Regulations are outlined in the ERB rules and guidelines in Appendix One of this Bye Law.

##### **5. What to do when a referendum is called for?**

**Motion:** The Student Council shall be responsible for approving the terms of Referenda motions on the recommendation of the Executive.

A referendum on any issue may be called at the request of any of the following: Students' Union Executive through Student Council, 200 Students' signatures

**Validity:** For the result of a Referendum to be valid, a valid vote must have been cast by at least 15 per cent of students except in the case of referenda.

The proposer of a referendum shall set out the wording of the motion, send it to the Student Representation Coordinator, who will ensure that it is discussed at both Exec and Student Council. The motion may be amended by a decision of Student Council so long as the original spirit and intention of the motion is not altered and there is agreement by the proposer.

The motion which includes the proposed amendments must be presented to the Student Council where it must receive the support general majority.

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.

The Council, having considered the legal advice, shall decide what 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 memberships of the Council.

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Motions to be sent to the Student Representation Coordinator, who will ensure it is reviewed and discussed at both Exec and Council meetings

Referendum Arrangements: -

- 1) At least 10 University Days' notice of a Referendum shall be given on the Union website.
- 2) A Referendum shall be held not more than 20 University Days after notice has been given.
- 3) The Union shall advertise the upcoming Referendum in such manner determined by the ERB.
- 4) Referenda shall be restricted to one per topic per Academic Year.

#### **6. When should elections happen?**

**Executive Officers elections, which include the full-time Student Officer elections, shall be in the second semester**

Nomination dates and nomination periods for following Exec posts will be set annually, by the LRO and agreed at Student Council

- Student President
- Vice President/Academic Officer
- Deputy President/Welfare Officer
- Student Diversity & Inclusion Officer
- Student Council Chairperson
- UL Experience Chairperson
- UL Student Events Chairperson
- Equality & Diversity Chairperson
- Oifigeach na Gaeilge
- Faculty Officer

Additional members of Exec are elected from external committees. These are, the Postgraduate President/Postgraduate Nominee, the Clubs Officer, and Societies Officer

The 6 Exec positions that sit on the Board of Directors, as referenced in the Bye Law Board of Directors, will remain in office for 12 months and therefore will be called upon outside term time.

All other Exec members will start their term in Wk1 semester 1 and end their term at the end of semester 2. At times there may be cause to request Exec to work outside these times to receive training and support.

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Reopen nominations (RON) shall be a candidate in full-time student officer elections.

**Student Council elections shall be in the second Semester**

The members of the Student Council shall be: -

Department Representatives  
Interest Group Councillors  
Chair of Student Council

- A Department Representative is an elected representative from a University Department within a Faculty.
- An Interest Group Councillor is an elected representative for the following positions:

*The Sports Councillor, Activities Councillor and Entertainments Councillor under the remit of the Events Chairperson (executive officer)*

*The Equal Opportunities Councillor, Mature Student Councillor, Disabilities Councillor, LGBTQI Councillor, Home International Councillor and Visiting International Councillor, Sanctuary Rep, Parent Rep, Mincéir/Traveller Representative, and Student Carer Representative under the remit of the Equality & Diversity Chairperson (executive officer)*

*The Volunteering Councillor, Professional Placement Councillor, Campus Facilities Councillor, Student Services Councillor, Community Councillor, Experience Councillor, Cooperative Education Councillor, and Sustainability Representative under the remit of the UL Experience Chairperson (executive officer)*

Any student registered for a course in a University Department is eligible to be nominated for that particular Department Representative position.

All students are eligible to be nominated for any of the Interest Group Councillor positions.

The elections of Council members and student officer positions on the Executive, will open in the second Semester, alongside the Exec elections. There will be an additional recruitment drive to fill vacant posts, from wk. 1 to wk. 4 of semester 1. The nomination periods are set by the LRO who manage all elections.

**Class Representative Elections shall be held in Semester 1**

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For the Class Representatives elections, there shall be a recruitment drive from wk. 1 to wk. 4 of semester 1, after which elections will continue on a rolling basis with a close of nominations every week as outlined in Bye Law Representative.

The elections shall take place on the UL Student Life website, where all information on the role and election process can be found. There are 3 simple steps to the class rep nomination process:

- Step 1:** The student can nominate themselves by completing an online nomination form below.
- Step 2:** The student emails a minimum of 10 classmates asking them for their vote.
- Step 3:** Once 10 digital signatures are received, the LRO will be in contact to confirm if the student has been elected

## **7. Nominations and campaigning**

Nomination packs for all positions will be available from the LRO and shall be posted on the UL Student Life website. All Exec and Council must receive 20 student signatures to process nominations and Class Reps must receive 10 student signatures (as outlined above).

Digital Nominations forms for Student Council, Exec and Student Officer roles, are shared by the LRO with full details on how to complete. The nomination packs for all positions shall contain the rules, the constitution, the nomination form, a copy of the job descriptions for each position and any additional information the LRO deem necessary to support the candidate.

The completed official nomination forms shall contain, as well as the required number of proposers and seconds signatures and corresponding student ID numbers, the candidate's name as registered with the University, ID number, Course, contact details, and, in the case of directly elected members of the Executive, the name of the candidate's campaign manager. Persons standing for election to the Executive shall be required to have a campaign manager.

A student shall not propose more than one candidate to the same position for a given election. A nominated candidate shall not nominate anyone to the same position for which he/she is running.

Nomination forms must reach the Student Representation Coordinator or such other person nominated by the ERB at an agreed time on the day of close of nominations. This time will be set annually by the Student Representation Coordinator and agreed by Student Council. The nomination period and election date are scheduled by the LRO and agreed at Student Council in semester 1.

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Upon signing the nomination form candidates formally agree to uphold the Constitution.

#### **Publicity about an upcoming election**

The LRO shall ensure a copy of the current election timetable, a copy of the constitution, the rules and job descriptions shall be posted on the Union website.

The Student Representation Coordinator or such other person nominated by the ERB shall publish a list of candidates (together with the proposers and seconders) which shall be displayed on the Union website within 48 hours of the close of nominations.

#### **Candidate's Electoral Spending**

The Union shall provide limited electoral assistance to each candidate as agreed by the Executive and LRO. It is an offence for any candidate to be in receipt of sponsorship, gifts, or a benefit-in-kind from vested commercial, political, or outside interests. Members of the ERB are excluded from campaigning for any candidate for any election or campaigning in respect of any particular agenda concerning any Referenda motion.

#### **The Public Debate or 'Hustings'**

The public debates with or between candidates or interested parties in an election or referendum held by the Union shall be called 'Hustings' and shall be convened by the ERB and the Student Representation Coordinator, who will appoint a suitable chair to facilitate the debate.

Arrangements for the Hustings set down by the Student Representation Coordinator and the ERB. This event can take place online or in person, and that decision will be taken by the Student Representation Coordinator and ERB. The below standing orders will be followed for the Hustings:

#### **Standing Orders – Hustings**

- The candidates for each position shall hust in the order of the count (in descending order of authority bottom up and alphabetical).
- Candidates shall have equal time for their main speech and no more than a third of that time for summing up.
- Order of speeches shall be alphabetical save for the summing up which will be in reverse order.
- Questions from the floor must be addressed to all candidates for a particular position.
- Candidates shall answer questions alternately, with a different candidate having to answer first each time.

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- If a candidate is unable or unwilling to answer a question that question shall pass to the next candidate.
- Points of information shall be suspended for the speeches
- Parliamentary language shall be observed throughout the Hustings.

#### **Complaints during the Campaign and Elections**

Any challenge or complaint concerning the administration or good conduct of any election or referenda will be determined by the ERB within 48 hours of such a complaint being lodged in writing, print or email, to the Student Representation Coordinator on behalf of the chairperson of the Electoral and Referendum Board by any Member or the candidate or any candidate's nominee. The Student Representation Coordinator will ensure the complaint is dealt with in a timely manner and may need to call a committee meeting to review.

All complaint correspondence must be addressed to the chairperson of the Electoral and Referendum Board. The ERB shall regulate its own procedures and manner of determining any matter. Fair procedures shall apply and any relevant member shall have the right on request to be heard and to representation.

The ERB shall have the power of their own initiative or upon the receipt of any challenge or complaint to investigate and / or determine any matter concerning the administration or good conduct of any election or referenda.

The ERB shall have the power to discipline or disqualify any student standing for election (notwithstanding whether there is any challenge or compliant made) who: -

- Breaches any provision of this Bye Law, rules or such other decision, direction or determination made by the ERB pursuant to the provisions of this constitution
- Obstructs members of the ERB in furtherance of their duties
- Disobeys an instruction from the ERB
- Obstructs a candidate or a candidate's agent or members of a Referendum campaign in their campaigning for an election or Referendum
- Publishes defamatory material

Canvasses for endorsement from University personnel or businesses on campus  
Disciplinary powers of the Electoral and Referenda Board shall be: -

- i. Expulsion from Hustings
- ii. Withdrawal of Union assistance with election expenses
- iii. Disqualification from the election

Any appeal against any decision or direction of the ERB under this constitution must be directed to and received by the Returning Officer within 48 hours of the decision

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or direction. Appeals must be submitted in writing to the Returning Officer. The Returning Officer shall decide the manner in which any appeal shall be determined.

Fair procedures shall apply and any relevant member shall have the right on request to be heard and to representation. The Returning Officer's decision on the appeal shall be final and binding on all parties.

The Returning Officer may, but shall not be required, to seek legal advice. The decision of the Returning Officer must be communicated in writing to the appellant and the ERB.

## **8. Voting Procedures**

All elections and referenda shall be by a secret ballot and, the case of elections, by the system of proportional representation by single transferable vote as governed by the Oireachtas for Dáil elections.

The Union shall run electronic elections, however if a paper election is required, the procedure below will be followed.

**For a paper election:** a voting paper will be issued to each voter, which shall bear the union stamp and votes will be cast in sealed ballot boxes. In the case of elections ballot papers shall bear the name of each candidate and the office being contested.

Polling stations in respect of a paper poll shall be situated in areas giving greatest convenience to students. Polling stations shall remain open for duration of the election.

The location of the polling stations shall be decided by the ERB and be published by the LRO in advance of polling day.

No other polling station can be opened other than those authorised by the ERB. In any paper election, voters shall produce a University ID Card before being allowed to vote. Only a University ID Card or a letter from the University Administration confirming student status shall be accepted as authentication of a student's ID number.

### **The Election and Referenda Counting and Declaring of Votes for a Paper Ballot**

The counting of votes shall take place immediately after the closing of the polling stations.

The only people allowed within the designated area of the count shall be the Returning Officer, the Student Representation Coordinator, the ERB, their staff, plus in the case of elections the campaign managers for each of the declared candidates for student officer posts for that particular count.

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In the case of elections, the counting procedures shall be in accordance with the procedures for elections to Dáil Éireann as governed by the Oireachtas: ascertaining total poll, valid poll, and quotas for each position.

There will be a facility for reopening nominations in the case of student officer elections.

**For an electronic election:** an electronic ballot (or e-ballot) will be issued to each voter. The election site shall be considered verification by the Union of the ballot paper in the absence of the Union stamp.

Votes will be cast by the voter and electronically added to the count. In the case of elections, the e-ballot should, bear the name of each candidate and the office being contested.

In the case of electronic elections, the candidate will be able to submit additional election material to the Student Representation Coordinator or such other person nominated by the ERB and, subject to approval of the material in accordance with ERB rules and guidelines, the material may be uploaded to the election website by the Student Representation Coordinator, or such other person nominated by the ERB.

There will be a facility for reopening nominations in the case of student officer elections.

Electronic Polling will follow the same polling principles as a paper election, in so far as possible unless specifically provided otherwise by this Bye Law.

For the purposes of electronic voting, an electronic voting device shall be considered a polling station. All computer laboratories on campus will be considered public polling stations.

The prohibition on canvassing within a 10-metre radius of a polling station on polling day applies to public polling stations only in the case of electronic elections.

The electronic electorate will be based on the registered students in the University of Limerick database held and updated by the IT Department and Student Academic Affairs.

Only students who have registered will be in the database on the day of polling.

The official results shall be declared by the Student Representation Coordinator after each count.

In the case of elections, candidates have the right to request a recount or campaign managers have the right to request a recount on behalf of their candidate up 4pm on the following day after the result of the count has been announced.

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In the case of referenda, any of the following persons shall have a right to request a recount up to 4pm on the following day after the result of the count has been announced: -

In the case of a referendum called by the student council, any member of the student council in attendance at the student council meeting that decided to call the referendum;

In the case of a referendum called by a petition of students, any student whom signed the petition.

The Returning Officer shall make the decision as to whether a recount takes place. A recount shall take place within five University days of the official results being declared for a paper ballot at the time specified by the returning officer.

A space adjacent to the designated area of the count shall be reserved for tally persons.

#### The Election Counting and Declaring of Votes for an Electronic Ballot

With an electronic election count there is no count, and the results are immediate. In the case of elections, candidates have the right to request a recount or campaign managers have the right to request a recount on behalf of their candidate up 4pm on the following day after the result of the count has been announced.

In the case of referenda, any of the following persons shall have a right to request a recount up to 4pm on the following day after the result of the count has been announced: -

- i. In the case of a referendum called by the Student Council, any member of the Student Council in attendance at the Student Council meeting that decided to call the referendum.
- ii. In the case of a referendum called by a petition of students, any student whom signed the petition.

In the case of an electronic ballot the recount shall take place within four University days.

#### **9. Term of Office:**

Once elected the members of the Student Council, Executive who don't sit on the Board of Directors, and Class Representatives shall take office from wk. 1 semester 1 until the end of the academic year.

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Student Representatives who are elected to sit on Board of Directors shall take office from end of semester 2 for a full 12 months, specific dates will be set annually by the LRO.

There shall be no prohibition on any member standing for election again for any position including the position already held by that member.

All filled positions for Student Council which include Exec and Student Officer roles, will be posted on the UL Student Life website.

## Appendix One

### ERB Rules and Guidelines 2021/22

**It is the responsibility of each candidate and their campaign team to read the regulations in full, ensure they are adhered to and to seek clarification where required, by emailing [siobhan.wilmott@ul.ie](mailto:siobhan.wilmott@ul.ie)**

In addition to Constitutional Requirements, the Electoral and Referenda Board has put in place by-laws and regulations for the elections. Some constitutional elements have been highlighted here as well as other regulations for the duration of these elections.

Candidates and their campaign team members must obey all instructions from the ERB. Failure to do so may result in disciplinary procedure.

***In the interest of fairness, a limit of €300 will be in place for the running of each candidate's campaign. All items purchased will require a receipt to be handed into the Representation office.***

#### 1 Nomination Details

- 1.1 Candidates Name: The students' registered name with the University of Limerick.<sup>i</sup> (see end note).
- 1.2 All proposers and seconders must be registered as current students of the University of Limerick.
- 1.3 Nominations open **XXX** (Week X) 2022 at X.
- 1.4 Nominations close **XXX** (Week X) 2022 at X
- 1.5 A deposit of €50 (Fifty euro) is required to process the nomination; this will be returned on the basis of adhering to ERB Rules and Regulations.
- 1.6 The deposit is only refundable on the day immediately after polling to each candidate given that, in the opinion of the Returning Officer, the candidate has run a genuine campaign, abided by the rules and guidelines and all their election material has been disposed of correctly.
- 1.7 A nomination form is considered complete by submitting the following to the Returning Officer via  
**[siobhan.wilmott@ul.ie](mailto:siobhan.wilmott@ul.ie)**
- 1.8 Please ensure that you receive an email receipt.
  - 1.8.1 Completed nomination forms
  - 1.8.2 €50 (Fifty euro) deposit via bank transfer
  - 1.8.3 Completed manifesto softcopy (PDF) emailed to  
**[siobhan.wilmott@ul.ie](mailto:siobhan.wilmott@ul.ie)**

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- 1.8.4 A softcopy of candidate's headshot photograph on a white background which they wish to be put on the ballot page. The candidates face must not be obscured
- 1.9 Candidates must submit their final manifesto (pdf) and headshot photograph (jpg format) via email to [siobhan.wilmott@ul.ie](mailto:siobhan.wilmott@ul.ie) by close of nomination X (Week X) 2022 at X.

## **2 Campaign Meeting to outline Rules (All must attend)**

A meeting of all Candidates and their Campaign Managers shall take place over zoom on the evening of XXX (Week X).

**Failure to attend will result in ERB action.**

## **3 Election Details (How the election will be run)**

- 3.1 The online election shall take place on XXX (Week X) X.
- 3.2 Due to online voting, all computer labs on campus will be considered polling stations and therefore subject to the Student Life Constitution governance. Campaigning of any kind is strictly prohibited within 10 meters of University computer labs.
- 3.3 If there is an internet outage on campus on election-day that is >30min, the ERB may extend the election deadline to correspond with the outage time.
- 3.4 The Returning Officer has the authority to delay declaring election results until such time as all election material has been disposed of correctly.
- 3.5 On election day the candidate or their campaign team are not allowed to hand someone a laptop, iPad, tablet, phone or any device to vote on. Voting is a private act where you cannot stand beside someone while they cast their vote.

## **4 Campaigning Rules and Regulations**

- 4.1 Campaign material must display the constitutionally prescribed "Issued by (Name of Campaign Manager), Campaign Manager for (Name of Candidate)". Any material without the constitutionally prescribed "Issued by (Name of Campaign Manager), Campaign Manager for (Name of Candidate)" shall be immediately removed from circulation. This includes all social media forums. Campaign Cups must be marked to indicate which campaign team issued them but do not need the "Issued by (Name of Campaign Manager), Campaign Manager for (Name of Candidate)".
- 4.2 **All social media pages and posts must also follow this format in the Bio section. "All posts issued by (Name of Campaign Manager), Campaign Manager for (Name of Candidate)"**

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4.3 Normal UL and Student Life Postering Policy apply. However, posters do not need to be stamped by Student Life. Electioneering posters are therefore exempt of a Student Life stamp requirement to be placed on notice boards. Posters that are not on an official notice board or in a prohibited area will be taken down and will count as a first strike for ERB.

#### **UL Building and Estates Signage & Campaigning Rules**

4.4 No signage is permitted outside entrances to University – see appendices for maps for where signs can be placed. Sign stakes must not be more than 1ft deep in the ground. Signage is permitted along main road for week of election only.

4.5 Signs must be removed by end of day of election, **X**.

4.6 Signage cannot obstruct line of sight of pedestrians, vehicle drivers and cyclists.

4.7 Signage cannot be erected on any structure, except on official notice boards. Signs are not to be erected on tree, plants shrubbery.

4.8 All Stickers on are strictly prohibited and not allowed in the elections.

4.9 Bluetack or whitetack use on walls is prohibited and may result in fines from UL Buildings and Estates.

4.10 **Campaigning**

4.11 **At no point can candidates seek or tell people to vote for them in the election until after the meeting with the returning officer, failure to abide by this will result in disciplinary action from ERB.**

4.12 Campaigning must not interfere with lectures

4.13 Campaigning must not interfere with traffic on, entering or leaving campus

4.14 Candidates will be responsible for any littering of the campus from leaflets disposed on the ground and erected in unofficial areas

4.15 Campaigning within the library building and 5m outside the library door is prohibited.

4.16 A softcopy of all promotional materials (posters, flyers, manifesto summaries, Facebook & website pages or any electronic material etc.) must be submitted to [siohan.wilmott@ul.ie](mailto:siohan.wilmott@ul.ie) for approval by the ERB. Candidates can appeal the returning officer's decisions to the ERB via the Chair of the ERB.

4.17 The Election Material can be submitted for approval to the ERB at any point after the open of nominations up until

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**COB on XXX** – after the candidates and campaign managers meeting but no campaign material can be distributed until **XXX**.

- 4.18 Approved social media pages must be submitted to [siobhan.wilmott@ul.ie](mailto:siobhan.wilmott@ul.ie) by **COB on XXX** and may only be published publicly on **XXX**. Any candidate who is in breach of this regulation shall be subject to sanction by the Returning Officer.
- 4.19 The Union electoral assistance for the 4 fulltime Student Life Student Officer positions: President; Welfare; and Academic and Diversity & Inclusion, will be €1000 divided between all the candidates. The maximum amount that can be allocated to a candidate is €100 but will be less if there are more than 10 candidates running between all three elections. Electoral funding will only be given in arrears on a vouched receipt basis. Refunds will be by electronic bank transfer only. Candidates must supply bank details via email.
- 4.20 For Student Life Exec part-time and PSU elections, there will be a maximum of €50 electoral funding assistance per person on a vouched expense only basis.
- 4.21 Campaigning or posterizing by campaign teams is not allowed within the Student Life Building this also includes any Student Life Facebook pages/ Social Media Sites or Information Screens. This is to allow for impartiality of the Union.
- 4.22 Campaign posters may not be installed/placed on the River Shannon islands.
- 4.23 Any untrue, defamatory election material is prohibited. If a candidate and/or their campaign team is found to have published defamatory material they must remove it immediately, publish a correction and give a genuine apology subject to ERB approval. ERB requires the correction to be published in such manner as will ensure that it is communicated to all or substantially all of those persons to whom the defamatory statement was published.
- 4.24 Candidates and their campaign team may not distribute any food items within the Red Raisins confines.
- 4.25 Any candidate/union member/lecturer/person sending email(s), as a candidate or on behalf of a candidate, to the UL Microsoft Outlook distribution list(s) will be considered in breach of the University's Email Policy (entitled the 'Code of Conduct for Users of the University of Limerick's Computing Resources'). No emails are to be sent by any student promoting a candidate to any student with a [@studentmail.ul.ie](mailto:@studentmail.ul.ie) or [@ul.ie](mailto:@ul.ie) account. This includes asking

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people to email on your behalf. Class Reps will lose their email privileges if they email their classes endorsing any candidate.

4.26 It is an offence for a candidate to be in receipt of sponsorship, gifts, or benefit-in-kind from vested commercial and/or political interests as well as an endorsement from a club or society.

It is an offence for a candidate to be in a receipt of an endorsement either in person or online by:

- a. Any person who is not currently a registered student of the University of Limerick.
- b. Any student who is not using their personal social media account.
- c. Any person who does not have a vote in the student election.
- c. Any other person that the ERB deem to give a candidate an unfair advantage.

All endorsements must be clear of any affiliations with clubs, societies, business, religions or any other organisation that the ERB deem to be inappropriate.

Social media influencers etc. who are current UL registered students can endorse campaigns. Any other influencer or individual with a big social media following cannot. This is to prevent unfair advantages between candidates. Businesses, social media influencers, athletes or well-known external personnel cannot endorse campaigns.

An influencer is one who exerts influence: a person who inspires or guides the actions of others; often, specifically: a person who is able to generate interest in something (such as a consumer product) by posting about it on social media.

4.27 Current Executive Officers not contesting an election may not campaign for any candidate and must remain impartial.

4.28 The Student Life logo, UL Logo or any other logos issued by Student Life or the Electoral & Referendum Board may not be included in campaign material.

4.29 All campaign issues and concerns should be addressed to [siobhan.wilmott@ul.ie](mailto:siobhan.wilmott@ul.ie) \_any issues on Election Day should be addressed to the designated representative from the ERB . The ERB will only deal with **written or emailed formal complaints**.

## 5 Canvassing

5.1 On the election day candidates and their campaign team are allowed to engage in limited canvassing. Regardless of a physical or online poll, limited canvassing only allows for reminding students online, via their campaign page, that it is voting day and to go vote for them or who they believe is the right candidate and, to remind students to look at their material over the campaign period.

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5.2 Candidates cannot physically or virtually contact/approach students individually on the day of voting asking that they vote for them.

## **6 R.O.N Campaign**

6.1 If a student wishes to run a R.O.N campaign, then in the interest of fairness they must fill out the declaration form to act as a campaign manager for R.O.N.

6.2 R.O.N Material cannot be defamatory towards other candidates. If ERB deem it as defamatory it will consider what course of action to take against the potential candidate.

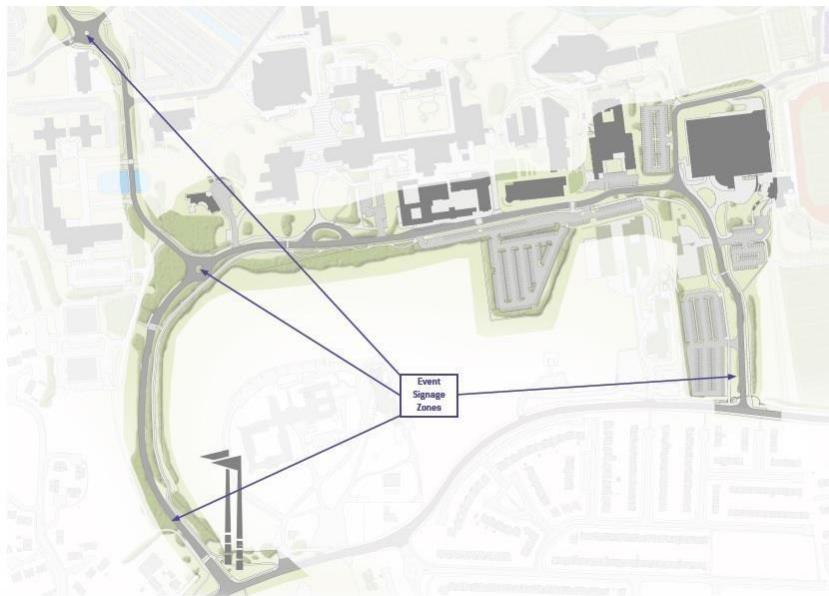
## **7 ERB Disciplinary Powers:**

- 7.1 Election Observers will be employed by the Student Life. They will be visible on campus and in the surrounding housing estates on Election Day.
- 7.2 The Observers are responsible for monitoring all electioneering activities and they shall report on any regulation breach(s) to the Returning Officer/Representation Office who will be entitled to take such action as may be appropriate, up to and including disqualification from the election if deemed appropriate.
- 7.3 If a candidate or a member of their team breaches Schedule 1 Election Regulations of the STUDENT LIFE Constitution; Schedule 1.45 outlines the ERB can discipline the candidate by:
  - 7.3.1 Public Reprimand & Monetary Fines,
  - 7.3.2 Expulsion from Hustings
  - 7.3.3 Withdrawn the union electoral assistance
  - 7.3.4 Disqualification from the election
  - 7.3.5 In the event of a rule or rules been broken ERB may compel a candidate and their campaign team to take specific action. Failure of the candidate and their campaign team to take the specified action in the time allocated may result in disqualification from the election.

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## Appendices

### Event signage zones



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**West Gate Entrance – Flag Poles**



**East Gate Entrance – Back Gate**



**Article 1.** <sup>i</sup> The completed official nomination forms shall contain, as well as the required number of proposers and seconds signatures and corresponding student ID numbers, the candidate's name as registered with the University, ID number, Course, contact details, and, in the case of directly elected members of the Executive, the name of the candidate's campaign manager.

**Article 2.** Persons standing for election to the Executive shall be required to have a campaign manager. Exceptions to this rule will only be permitted in the case where the candidate can provide evidence showing regular university teaching communication using a name other than their registered name. The purpose of this provision is to accommodate transgender students run for election under the name they are commonly known as. LRO will conduct a check with relevant university staff to verify the validity of the request.