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CONSTITUTION

IT Sligo Students' Union Constitution

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INTRODUCTION

Herein are the articles of the Constitution of the Institute of Technology Sligo Students' Union. This Constitution derives its authority from the student body of the Institute of Technology Sligo.

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NAME

Article 1

The name of the organisation shall be "Institute of Technology Sligo Students' Union", hereinafter referred to as the "Union".

The name of the Union company shall be ITSSU Limited and the name of the Union trading company shall be ITSSU Trading Limited.

In the event of a change of name in the Institute, currently ITS (hereinafter referred to as "the Institute"), the Students' Union full name will change accordingly.

CONSTITUTION PREAMBLE

REVOCATION

Article 2 (a)

All previous Constitutions of Regional Technical College/ Institute of Technology Sligo Students Union are hereby revoked. However, memberships, elections, appointments and policies adopted under the previous constitutions are not invalidated or made inoperable as a result of this revocation.

AMENDMENTS

Article 2 (b)

Amendments to the Constitution shall be put to a referendum in accordance with Schedule 3.

REFERENDUM

Article 2 (c)

Referendum, open to all Full members of the Union shall be made in accordance with Schedule 3.

Article 2 (c1)

No decision reached at referenda may be changed for a period of two years after their adoption save required changes in the Constitution.

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INTERPRETATION OF CONSTITUTION

Article 2 (d)

In the event of a dispute as to the interpretation of any part of this Constitution the ruling of the President shall be sought. His/her ruling shall not be open to challenge.

INTERPRETATION OF MINUTES AND MOTIONS OF ALL UNION MEETINGS

Article 2 (e)

The President shall rule on disputes as to interpretation of minutes and motions of meetings of the Union having regard to members of the committee from which the dispute arises. In case of conflict between the text of the motion, the language in which the Secretary took notes of the meeting shall prevail.

AUTONOMY

Article 2 (f)

It shall be the duty of every Officer of the Union to protect the Union's autonomy.

Article 2 (g1)

The Union shall not be affiliated to any organisation whose conditions of membership may affect the autonomy of the Union.

FREEDOM OF INFORMATION

Article 2 (h)

Any member shall be entitled to request a copy of this Constitution from any sabbatical officer during office hours subject to one college day's notice.

Article 2 (i1)

Minutes shall be kept of all meetings of the Union Executive committee, General Meetings, Student Representative Committee (SRC) Meetings (including subcommittees), college management meetings and any other meeting relating to Union business.

PERSONNEL

Article 2 (j)

All matters relating to personnel shall be confidential and rest with the Boards of ITSSU Limited and ITSSU Trading Limited.

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ENACTMENT

Article 2 (k)

This Constitution shall come into effect at 9:00am on the day after it is ratified by referendum.

AIMS & OBJECTIVES OF THE UNION

Article 3

1. To represent and defend the interests of its members on matters relating to their education and to protect and further their rights as citizens of the Republic of Ireland and the European Union.
2. To provide the recognised representative channel between its members and the institute authorities, its subsidiaries and between members of any other external body.
3. To provide or cause to be provided in the interests of the social welfare of its members, facilities for recreation of other leisure time occupation, being facilities:-
4. Which will improve their condition of life by enabling them to participate in intellectual, social and other activities of, or connected with the Institute.
5. Of which they have need, by reason of their being students.
6. To enter into and, as far as possible, to promote communication with other student bodies, at home and abroad.
7. To defend the right of students to organise social, cultural, political and sporting associations of their choice in the Institute and their right to use Institute amenities and facilities compatible with the interests of the students of the Institute.
8. To provide services both on and off campus for Union members which are of necessity and of benefit to them.
9. The Union recognises the importance of the Irish language and will strive to promote and develop its use within the Institute and society in general.
10. The Union will oppose any organisation which actively promotes discrimination on the grounds of gender, marital status, family status, sexual orientation, religion, age, disability, race or membership of the Traveling Community.

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11. To foster and encourage the freedom of speech, expression, assembly and association amongst its members; to uphold the principle of peaceful demonstrations; to oppose the use of violence in this free and democratic country as a means of political expression.
12. The Union will strive to be independent of any political party or religious body (except in so far as may be necessary for the support of a disadvantaged section of society).
13. At the discretion of the Union Executive Committee to enter into agreements with other Students' Unions for the purpose of developing such common aims and activities as are hereinbefore provided, and to permit reciprocal arrangements for the provision of general facilities to be made available to the members of such Student Unions.
14. To organise such subordinate bodies as may be necessary from time to time for the adequate execution of its objectives within the provision of this Constitution.
15. The objectives of the Union shall be pursued only within its constitution and within the law. No Union body, or officer may act in contradiction to this.

INDEMNITY

Article 4

Without prejudice to any other right to indemnify by law or otherwise given, every officer of the Union, shall be entitled to be indemnified out of the assets of the Union against all losses or liability which he/she may sustain or incur in or about the execution of his/her office or otherwise in relation thereto. No officer of the Union shall be liable for any loss, damage or misfortune which may happen to or be incurred by the Union in the execution of his/her duties or in relation thereto save those losses, damages or misfortune suffered by the Union as a result of the officers being found in a court of law to be engaged in a criminal activity the result of which the Union has directly incurred such losses, damages or misfortune

- In defending any civil or criminal proceedings in which he/she is acquitted or judgment is given in his/her favour; and

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- In connection with any application in which relief is granted to him/her by the court from liability for negligence, default, breach of duty or breach of trust in relation to the affairs of the Union; and

In or about the execution of the duties of his/her office or otherwise in relation thereto. The Union may purchase and maintain in respect of any officer, appointee or member of staff of ITSSU Limited and ITSSU Trading Limited insurance against such liability.

PROFESSIONAL FEES

Article 4 (a)

Any person whether or not a member of the Union appointed to act as Trustees for the Union or of any funds of the Union and being a solicitor or other person engaged in any profession or business may also be employed to act and shall be entitled to charge and be paid all professional and other charges for any of the time expended, business or act done by such person or his/her firm in connection with the trusts of which such person is a trustee, including acts which a Trustee could have done personally.

AUDITORS

Article 4 (b)

The Board of Directors of ITSSU Limited and ITSSU Trading Limited in consultation with the Executive Committee shall appoint a professionally qualified Auditor or Auditors who respectively shall not be a member or members of the Union at any time. The auditors of the Union may not be affiliated to the Institute in any way be it legal, cordial or otherwise.

FINANCIAL TRANSPARENCY & ACCOUNTABILITY

Article 5 (a)

The financial income of the Union shall include but shall not be limited to:

1. An annual sum payable to the Union by the Institute, of such amount as shall be determined by the Executive Committee and Board of Directors in consultation with the Student Services Consultative Forum (or equivalent committee/authority the Institute may establish or empower in its place) of which the Union will hold a minimum of 5 seats.

These may include:

- The President

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- The Vice President for Welfare
- The Vice President for Education
- The General Manager
- 1 male student with a background in Union affairs (appointed by the President)
- 1 female student with a background in Union affairs (appointed by the President)

The Institute will make arrangements for the transfer of this amount to the designated bank accounts.

The amount to be transferred is to be taken from monies received by the Institute from students (or their Grant awarding Authority) as payment of the capitation fee as laid down by the Minister for Education and Science.

The allocation, distribution and spending of this income shall be of the sole discretion of the Union and its members. The President will present a budget to the Student Representative Council (SRC) with a detailed breakdown of income and expenditure for ratification before presentation to the Student Consultative Forum.

The Union will be independent in its allocation, distribution and spending of this income and shall spend this income in a manner as it sees would most effectively meet the Unions objectives and aims.

The Union will resist any attempts by any external body to interfere or dictate to the Union on how this income will be allocated, distributed or spent.

2. A subscription payable by Associate members.
3. Such surpluses from Union concerns and functions and other income receipts as from time to time may accrue.
4. Any incomes from contracts drawn up between the Union, ITSSU Limited and ITSSU Trading Limited and any activities that turn a profit by any of the aforementioned.

Article 5 (b)

The financial expenditure of the Union shall be in accordance with the Objects of the Union and in conformity with the stipulations and terms set by any contract the Union has been engaged in.

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Article 5 (c)

ITSSU Limited shall hold bank accounts on behalf of the Union. The General Manager shall act as a mandatory cheque signatory on all Union accounts together with the President and/or Deputy President.

ORGANISATIONAL PRINCIPLES

Article 6

In all its activities the Union shall uphold the following principles:

1. The Union shall rely on its membership as its prime source of strength and pay meticulous attention to ensuring the conscious involvement of the entire membership in its decisions and activities.
2. The Union shall represent all the students of the Institute. There shall be no discrimination on the grounds of gender, marital status, family status, sexual orientation, religion, age, disability, race or membership of the traveling community.
3. In all dealings with the educational authorities, the officers of the Union shall be accountable to the student body.
4. The government of the Union is based on the democratic principle that every member shall have the fullest opportunity to participate in controlling Union affairs.
5. The complete autonomy of the Union from all state, Institute, or external authorities, including allowing no interference in its elections, policy making or finance.
6. The right to speak to the media on behalf of the Union is limited to the President and members of the Executive committee, in consultation and express permission of the President. Breaches of discipline shall be adjudicated on by the Disciplinary Committee.

MEMEBERSHIP

Article 7 (a)

The following shall be the categories of membership of the Union:

- (1) Full Member
- (2) Associate Member
- (3) Right Honorable Member

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(4) Honorary Officers

Article 7 (b)

A conflict of interest exists when; a member of the Union is employed by the Institute for a period of 3 consecutive calendar months or more, holding a position within the academic or administrative staff of the Institute and/or receiving remuneration from the Institute.

Article 7 (c)

It is therefore forbidden for any member of the academic or administrative staff of I.T. Sligo (as defined above), or any of its subsidiaries to hold a position in the Executive Committee of the Union or sit on any committee of the Union. This is without prejudice to a member's voting entitlements.

Article 7 (d)

Full membership will automatically be accorded to:

1. Every registered student of the Institute.
2. Any officer of the Union who has sabbatical leave.

A full member of the Union is entitled to:

1. Attend, speak and vote at Union General Meetings (UGM).
2. To use or make arrangements to use, facilities and premises that the Union provides with the exception of the Union offices which shall be subject to the discretion of the Officers of the Union.
3. To become a member of any club or society which is funded by the Union.
4. To hold office in such clubs and societies.
5. To vote in Union elections and referenda.
6. To have full voting rights at Union General Meetings.
7. To nominate, second a member to stand for election and/or stand for election to an office (executive or sabbatical) in the Union.
8. To attend any meeting or participate in any activities organised by a club or society receiving funding from the Union, provided they are members of the club or society.

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9. The sabbatical officers of the Union shall be ex-officio members of all registered clubs and societies of the Institute during their term in office.
10. Expect efficient, effective and impartial service from any section of the Union.
11. Receive on request from the Union the Union Constitution, budgets and financial reports.
12. The Union will cover the initial legal expenses incurred by a full-member of the Union provided the full member initiates all contact through the Union Education Officer. Costs cover the first engagement of legal council only. The union is not liable for additional costs. The cost must pertain to an education problem.

Article 7 (e)

Associate membership will be given to:

1. Members of the Institute staff or its ancillary services upon payment of a membership fee which is determined from time to time by the Executive Committee.

Article 7 (f)

Associate membership is on an annual basis which is renewable subject to the receipt of a fee.

Article 7 (g)

An associate member of the Union shall be entitled to:

1. Avail of Union services and facilities but not financial assistance from the Welfare Officer.
2. Attend and speak at Union meetings.
3. Expect efficient, effective and impartial service from any section of the Union. The Union is not obliged to make any representations on behalf of an associate member in relation to employment issues.

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Article 7 (h)

An associate member of the Union may not:

1. Vote in Union elections and referenda.
2. Stand for election, nominate a full member or second a full member for election (executive or sabbatical) in the Union.
3. Vote at Union General Meetings.

Article 7 (i)

Right Honorable membership will be given to:

1. All Sabbatical officers having served a complete term of office.
2. Full time members of staff of the Student Union.
3. Those deemed fit by the Union Executive Committee and ratified by the SRC.

Article 7 (j)

The life of membership will be as follows:

1. Sabbatical Officers shall have Right Honorable membership for life.
2. Full time members of staff shall have membership for the life of their employment with the Union or its subsidiaries.
3. Those nominated by the Union Executive Committee will have a term of membership decided by the executive and to be ratified by the SRC.

Article 7 (k)

A Right Honorable member of the Union shall be entitled to:

1. Avail of Union services and facilities but not financial assistance from the Vice President for Welfare.
2. Attend and speak at Union meetings.
3. Expect efficient, effective and impartial service from any section of the Union.

Article 7 (l)

A Right Honorable member of the Union may not:

1. Vote in Union elections and referenda.
2. Stand for election, nominate a full member or second a full member for election (executive or sabbatical) in the Union.
3. Vote at Union General Meetings.

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Article 7 (m)

Honorary Officer Membership may be given to:

1. Those individuals deemed fit by the Union Executive Committee to provide a service to the Union that does not currently fall under the jurisdiction or portfolio of another officer of the union but the service is deemed vital to the Union.

Article 7 (m 1)

The office shall be held for a period no later than the period held by the Sabbatical officers.

Article 7 (m 2)

Honorary Officers of the Union must be a member of the Union.

Article 7 (m 3)

Honorary Officers are entitled to all rights and privileges assigned to them by the SRC, and are bound by the same rules, regulations and disciplinary procedures.

STRUCTURE

Article 8 (a)

The Union and its officers shall, at all times, act within the General Law and this Constitution.

Article 8 (b)

I.T. Sligo Students Union is affiliated to the Union of Students in Ireland.

Article 8 (c)

The structure and government of the Union shall be based on the democratic principle that every member shall have the fullest possible opportunity to participate in the management of Union affairs and the government of the Union shall be as open as possible to all members.

Article 8 (d)

The structure of the Union functions at four levels:

1. Referendum
2. Union General Meeting
3. Student Representative Council
4. The Executive Committee

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MEETINGS

Article 9 (a)

There shall be seven forms of meetings:

1. An Annual General Meeting (AGM)
2. A Union General Meeting (UGM)
3. A Student Representative Council Meeting (SRC)
4. A Union Finance Committee Meeting
5. An Executive Committee Meeting
6. An Emergency General Meeting
7. Student Representative Council Sub-Committee Meeting

Article 9 (b)

The Annual General Meeting shall be held within the eight weeks of the commencement of the academic year at which the Union Finance Committee shall present its annual report including the financial position of the Union and the budgeted expenditure for the following year.

Article 9 (c)

A Union General Meeting shall have the power to mandate the Union Executive Committee and the Student Representative Council to carry out the policies decided therein.

Article 9 (d)

A Student Representative Council Meeting shall have the power to fix the policy of the Union Executive Committee.

Article 9 (e)

Sub-committees of the SRC may be set up from time to time to deal with specific areas of Union policy in depth. These shall serve as advisory boards to the Union and shall convene as necessary. Standing Sub-committees are as follows:

1. Entertainment's Sub-committee
2. Welfare Sub-committee
3. Elections Supervisory Committee
4. Disciplinary Sub-committee
5. Trading & Commercial Services Advisory Committee

Article 9 (f)

All meetings shall be subject to the standing Orders as laid out in Schedule 4.

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Article 9 (g)

No meeting has the power to contravene the Constitution.

Article 9 (h)

The quorum for a general meeting shall be 5% of the membership of the Institute.

Article 9 (i)

Each respective element of the Unions structure shall operate and conduct its business in accordance with Schedule 4 of the Constitution.

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SCHEDULE 1

STRUCTURE OF THE UNION

The core structures of the Union shall be as follows:

1. REFERENDUM

The articles of this constitution can only be amended by a referendum.

A referendum may be called on any issue by:

1. A Union General Meeting.
2. A SRC Meeting.
3. 10% of the Student Body.
4. The Union Executive Committee.

All referenda are to be decided by a three-fifths majority.

A quorum of 10% of the Union membership is required to validate a referendum.

All motions must be posted on the main Union notice boards at least 5 college days before the referendum for constitutional amendments.

The original text and the proposed amendment must be posted on main Union notice boards 5 days in advance also.

2. UNION GENERAL MEETING

The Union General Meeting shall be the supreme governing body of the Union.

It shall be empowered to discuss and decide any matter of Union policy, provided it is on the agenda and to mandate the Union Executive Committee and the SRC.

A Union General Meeting may be called by:

1. The President
2. Union Executive Committee
3. SRC

The quorum for the Union General Meeting shall be 5% of the Union membership.

Where decisions taken at a U.G.M. may be in conflict with the welfare of apprentices, a motion may be taken that apprentices shall not be bound by that decision.

A Union General Meeting shall be held at least once in each term to provide a forum for direct communication between the members and the Executive Committee.

Five clear days notice shall be given of the intention to hold a U.G.M.

Notice shall be given on the Union notice boards which shall include the time and place of the meeting and the business to be discussed.

Members of the Union shall be entitled to submit items for the agenda giving 48 hours notice to the Secretary.

All General meetings shall be in accordance with the Standing Orders under Schedule 4.

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Such Standing Orders may be suspended by a three-fifths majority of those present and voting.

An Emergency General Meeting may be called with 48 hours notice. It takes the form of an ordinary general meeting and shall conduct itself similarly.

3. STUDENT REPRESENTATIVE COUNCIL MEETING

There shall be a representative body that shall determine policy of the Union and mandate the Union Executive Committee subject to the approval of a UGM. This body shall be called the Student Representative Council (SRC).

The SRC will be made up of the following:

1. All elected class representatives.
2. All members of the Union Executive.
3. The Chairperson of the Union Executive.

Each class shall be entitled to elect one Class Rep. For classes in excess of 50 students that class shall be entitled to elect one Class Rep for every 50 students in said class.

The SRC shall meet once for every 4 weeks of term, but no longer than 6 weeks apart.

All Class Reps should inform the President or Secretary of their election at the earliest opportunity.

25% + 1 of the total membership of the SRC will represent a quorum.

A vote may be carried at an SRC meeting by a simple majority.

The Class Rep(s) of each class shall convene a class meeting at least once a month during term time. Any SRC member(s) not doing so may be removed in accordance with standing orders under Schedule 4.

If any member of the Executive Committee fails to attend three consecutive meetings or six meeting in total without giving written apologies to the President (or the existence of exceptional circumstances) he/she shall be deemed to have resigned.

Class Reps shall have been deemed to have resigned if they fail to attend two consecutive SRC meetings, or three in total, without tendering written apologies to the SRC Secretary (or the existence of exceptional circumstances).

The Office Secretary shall also be the Secretary to the SRC. He/she shall be responsible for the following:

1. Maintaining a membership of the Class Reps, including relevant details such as class, contact details and student ID number, and a record of attendance.

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2. He/she shall also be responsible for the recording of the minutes of the meetings and the distribution of the agendas. He/she should coordinate with the Chairperson in this regard.
3. Notification of the business to be discussed at the SRC should be circulated not less than three working days before the meeting.

Decisions of Union Referenda cannot be superseded by decisions of the SRC.

All Union sub-committees and standing committees shall be accountable to the SRC. All sub-committees and standing committees shall present their minutes to the SRC.

Decisions of sub committees and standing committees shall only take effect upon SRC approval, unless otherwise specifically provided for.

The SRC shall not discuss or debate staff matters save the welcoming of new staff to the Union or the well wishing to those vacating or retiring from their post. An Emergency SRC meeting may be called with 1 days notice through the Institute internal email system, the use of Union notice boards and published material. It is the responsibility of the Secretary to the SRC to inform the members of the SRC of an Emergency SRC meeting.

Any of the following may request an Emergency SRC meeting:

1. The President
2. The Executive Committee
3. 25% + 1 of the membership of the SRC The quorum for an emergency SRC meeting shall be 25%. All decisions taken at an Emergency SRC meeting must be ratified at the next ordinary SRC retrospectively. In the event of a successful challenge at any point in the proceedings, no further decisions shall be reached at that meeting but the tablers of any remaining agenda items shall have the right to table those items at the next ordinary meeting. In the event of a tied vote at any SRC meeting, the President shall have the casting vote.

SRC SUB-COMMITTEES

Ad-hoc committees of the SRC shall be convened as necessary to deal with specific areas of discussion which require lengthy debate and consideration. These sub-committees shall serve in an advisory capacity to the SRC and make recommendations and reports based on their findings. The President shall convene a meeting of each sub-committee during the first term.

Standing sub-committees shall consist of the following membership:

1. President
2. Vice President Education and Vice President Welfare
3. General Manager

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4. Chairperson
5. One Executive Committee officer whose brief relates to that of the Subcommittee in question.

Members of Union staff as appropriate to the sub-committee in question as ratified by the Board of ITSSU Limited/ITSSU Trading Limited, authorizing their attendance.

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DUTIES OF A CLASS REPRESENTATIVE

1. A Class Rep must undergo training if organized by the Union.
2. As a Class Rep a member is required to represent the views of his/her classmates.
3. Each Class Rep should be a member of the class in which he/she represents.
4. The Class Rep serves as a liaison between the SRC and his/her class.
5. Once elected a Class Rep must register their name, class, their student ID and contact details with the President and Secretary to the SRC.
6. If unable to attend a Class Rep must tender written apologies to the SRC through the Secretary.
7. The Class Rep(s) of each class shall convene a class meeting at least once a month during term time.
8. Present to the SRC any issues that has been brought to his/her attention by his/her class or to the Executive Committee as soon as possible.
9. Keep his/her class informed of all the proceeding of the SRC including any special requests that have been issued by the SRC or the Executive Committee.

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4. THE EXECUTIVE COMMITTEE

(4.1) Subject to the provisions of this Constitution, the executive powers of the SRC and the UGM shall be vested in the Executive Committee, who shall act at all times according to Union policy.

(4.2) The Executive Committee shall be constituted as follows:

1. President (Full time sabbatical)
2. Vice President for Welfare (Full time sabbatical)
3. Vice President for Education (Full time sabbatical)
4. Chairperson of the SRC (Part time)
5. Clubs & Societies Officer (Part time)
6. Equality Officer (Part time)
7. Entertainments Officer (Part time)
8. Campaigns Officer (Part time)
9. Irish Language Officer (Part time)

There shall be three full time sabbatical officers in the Institute of Technology Sligo Students Union and these shall be salaried. They shall also receive remuneration and expenses as decided by ITSSU Limited. The sabbatical officers shall be as follows:

- a) The President
- b) Vice President for Welfare
- c) Vice President for Education

(4.3) The President and the Deputy President are the only two officers who shall be signatories on Union accounts.

(4.4) There shall be an Executive Committee elected by the full members of the Union according to the election schedule of this Constitution.

(4.5) The Executive Committee shall be responsible for the initiation of policy of the Union subject to Student Representative Council, Union General Meeting and referendum.

(4.6) No member of the Executive Committee may hold any other elected position in the Union at the same time.

(4.7) All Executive Committee officers shall be required to present a written report to General Meetings, Executive Committee meetings and SRC meetings. The report must be requested by the previous sitting of the meeting. This report is to be available to any member of the Union who requests it prior to such a meeting with one college day's notice.

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(4.8) All Executive Committee officers will be required to complete training that is relevant to their portfolio on the request of the President. Any officer who fails to comply with this request would be deemed to have resigned from his/her position (unless there was extreme circumstances in existence that prevented the officer from attending or agreeing to attend the training).

(4.9) The Executive Committee shall meet at least once a fortnight during term. The quorum for all Executive Committee meetings shall be 50% + 1.

(4.10) All motions passed by the Executive Committee and other meetings must specify the person(s) who is to be responsible for their implementation.

(4.11) The rule of one member one vote shall apply in all voting during a meeting of the Executive Committee.

(4.12) The part time Executive Committee officers shall receive expenses for their work carried out in the Union at the discretion of the President.

(4.13) The President, Vice President Education and Vice President Welfare shall take up office on the 1st July prior to the commencement of the academic year. The terms of office shall be terminated on the 30th June of the following year for all Officers.

(4.14) At the time of election the candidates for the position for any Executive Committee position must be full members of the Union. The position shall last for one year for the President, Vice President Education and Vice President Welfare and any one Executive Committee position can only be held for a maximum of 2 years by the same person.

(4.15) A full member can only be a sabbatical officer for a total of three years in the Union.

(4.16) The sabbatical officers shall represent the views of the Union members as expressed by the Executive Committee, SRC, UGM and referendum.

(4.17) The sabbatical officers shall take joint responsibility for the day to day function of the Union in conjunction with the part time officers. The part time officers shall be under the direction of the President.

(4.18) The Vice President Education shall act for and on behalf of the President in the event of his/her absence.

(4.19) The scope of the authority of the Vice President Education may be limited or defined by the President during the absence of the President.

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(4.20) Each full-time officer must prepare planned and focused programmes of work and submit these in writing to the President no later than the first day of September or the nearest preceding college day. The document should be a prioritisation of what each officer hopes to achieve during his/her term in office, with details of the means by which they hope to achieve these goals.

Part-time Officers must prepare planned and focused programmes of work and submit these in writing to the President no later than the first day of October or the nearest preceding college day. The document should be a prioritisation of what each officer hopes to achieve during his/her term in office, with details of the means by which they hope to achieve these goals.

Any part-time officer must be in full-time education to take up office at the commencement of the academic year.

(4.2 a) **THE PRESIDENT**

(a) The President shall be the Chief Executive Officer of the Union and shall be responsible for the implementation of all aspects of Union policy.

(b) The President shall chair all Executive Committee meetings.

(c) The President shall automatically take up membership of the Institute Governing Body at the beginning of his/her term in office. The outgoing President shall be deemed to have resigned from such office.

(d) The President shall be the principle spokesperson of the Union and shall have overall responsibility for the coordination of all Union campaigns and will instruct the Campaigns Officer in this respect.

(e) The President upon commencement of his/her term of office shall become an ex-officio member of the Board of Directors of ITSSU Limited and ITSSU Trading Limited. His/her directorship shall cease upon completion of his/her term of office.

(f) The President shall be ultimately responsible for the financial affairs of the Union and will present the SRC with the audited accounts of the Union for the preceding academic year.

(g) The President shall appoint a Chairperson of the Union to be ratified at SRC meeting.

(h) The President shall be elected in accordance with the election schedule.

(i) In the event of a tie in voting at any Union or Executive Committee meeting the President shall hold the casting vote.

(j) The President shall represent the Union on Institute committees or nominate a member off the Executive Committee to take his/her place.

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(k) The President shall have overall responsibility for the development and communication of Union policy in the Institute, and for the promotion of positive relations with the wider community.

(l) The President or his/her nominee (in reference to current Institute policy) shall sit on the Academic Council and any other relevant councils or committees which may discuss matters relating to student affairs in the Institute or delegate the position to another member of the Executive Committee.

(4.2 b) THE VICE PRESIDENT FOR WELFARE

(a) The Vice President for Welfare shall be answerable directly to the President, perform duties which are assigned to him/her by the President, and will be held accountable for his/her performance through the established management procedures of the Institute.

(b) The Vice President for Welfare shall also be responsible for the general welfare of all the students of the Institute. He/she shall work together with the Institute Medical Service, Access Office and Students Service section in order to expand the health and welfare service and communicate Union and general policy on welfare throughout the Institute.

(c) The Vice President for Welfare upon commencement of his/her term of office shall become an ex-officio member of the Board of Directors of ITSSU Limited and ITSSU Trading Limited. His/her directorship shall cease upon completion of his/her term of office.

(d) He/she shall set up 'clinics' as are necessary to deal with students' welfare problems and at all times maintain the utmost confidentiality.

(e) The Vice President for Welfare shall sit on all Institute committees in relation to the welfare of students.

(f) The Vice President for Welfare shall conduct/coordinate all Union Welfare campaigns.

(4.2 c) THE VICE PRESIDENT FOR EDUCATION

(a) The Vice President for Education shall be answerable directly to the President, shall perform duties which are assigned to him/her by the President, and will be held accountable for his/her performance through the established management procedures of the Institute.

(b) The Vice President for Education shall be responsible for the general educational affairs of all the students of the Institute. He/she shall work together with the appropriate departments and units in the Institute to continuously improve educational services, and to communicate Union and general policy on educational affairs throughout the Institute.

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(c) The Vice President for Education shall be responsible for the recruitment of class representatives and the development and maintenance of an effective Student Representative Council

(d) The Vice President for Education upon commencement of his/her term of office shall become an ex-officio member of the Board of Directors of ITSSU Limited and ITSSU Trading Limited. His/her directorship shall cease upon completion of his/her term of office.

(e) He/she shall set up 'clinics' as are necessary to deal with students' educational problems and at all times maintain the utmost confidentiality.

(f) The Vice-President for Education shall be an ex-officio member of the Academic Council and shall sit on all Institute committees and sub-committees in relation to the educational progress of students.

(g) The Vice President for Education shall conduct/coordinate all Union Education campaigns.

(h) The Vice President for Education shall act for and on behalf of the President in the event of his/her absence

(4.2 d) **CHAIRPERSON**

(a) The Chairperson shall chair all Union General Meetings and SRC meetings. He/she shall be appointed by the President and ratified at the opening SRC meeting. He/she shall be a member of the SRC, but shall not possess voting entitlements at such meetings.

(4.2 e) **CLUBS & SOCIETIES OFFICER**

(a) The Clubs & Societies Officer shall be the chief spokesperson for the Sports Clubs and Societies on the Union Executive Committee. Upon the appointment of the President he/she shall sit on any councils or committees which may be convened in order to discuss the affairs of the Sports Clubs or Societies of the Institute. He/she shall aid and encourage new Clubs and Societies to set up and communicate relevant Union policy to those operating in the Institute.

(4.2 f) **EQUALITY OFFICER**

(a) The Equality Officer shall seek to stop any form of discrimination against students in the Institute. To this end, he/she shall initiate relevant campaigns in order to highlight breaches of equality which affect members of the Union within the Institute. He/she shall work in conjunction with the relevant committees in the Institute to achieve these aims.

The Equality Officer shall be responsible for promoting integration in all Union activities and shall provide a limited number of hours weekly for the purposes of consultation and referral for Union members.

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(b) The Equality Officer will also be responsible for bringing to the attention of the Institute authorities cases of suspected bullying and harassment.

(4.2 g) ENTERTAINMENTS OFFICER

(a) The Entertainments Officer shall be responsible for the provision of entertainments and other forms of social and cultural activity for Union members in conjunction with the sabbatical officers, subject to the provisions below:

(b) He/she shall endeavor to cater for all entertainment tastes.

(c) He/she shall assist the sabbatical officers to plan, coordinate and review Freshers' Week and RAG Week events for the Institute.

(d) He/she shall seek the advice of the sabbatical officers on all entertainment matters.

(e) He/she shall not have the power to enter into contracts or arrangements of any financial nature with regard to entertainments. This is solely the responsibility of the sabbatical officers and the Board of Directors of ITSSU Limited and ITSSU Trading Limited.

(f) He/she shall convene a meeting of the Entertainments Sub-committee during the first term to plan major entertainment's events.

(4.2 h) CAMPAIGNS OFFICER

(a) The Campaigns Officer shall be responsible for the coordination of all Union endorsed campaigns both on and off the campus. He/she shall be responsible for the identifying of relevant campaigns at national level and advise the President of its relevance and importance to the members.

(b) He/she should liaise with all other officers where the topic of such a campaign falls under their jurisdiction. The Campaigns Officer may act as spokesperson for the campaign, only with the express authority of the President. He/she will be responsible for the coordination off all media, including posters, flyers and other material before, during and after the campaign. He/she should coordinate all media through the President.

(c) He/she should also provide assistance and Union facilities to individuals and groups of students organising campaigns in line with Union policy, after receiving permission from the President to do so.

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(4.2 i) IRISH LANGUAGE OFFICER

(a) The Irish Language Officer shall be responsible for the coordination of all Union Irish campaigns both on and off the campus. He/she shall be responsible for the identifying of relevant campaigns at national level and advise the President of its relevance and importance to the members.

(b) He/she should liaise with all other officers where the topic of such a campaign falls under their jurisdiction. The Irish Language Officer may act as spokesperson for the campaign, only with the express authority of the President. He/she will be responsible for the coordination off all media, including posters, flyers and other material before, during and after the campaign.

(c) He/she should also provide assistance and Union facilities to individuals and groups of students organising campaigns in line with Union policy, after receiving permission from the President to do so.

(4.2 k) MATURE STUDENT OFFICER

(a) The Mature Student Officer shall be the chief spokesperson for all mature students on the Union Executive Committee. He/she shall liaise with mature students to establish any needs they may have and bring these to the attention of the Students' Union President.

(b) The Mature Student Officer shall initiate relevant campaigns in order to highlight issues relating to mature student members of the Union within the Institute. He/she shall work in conjunction with the relevant committees in the Institute to achieve these aims.

REMOVAL/RESIGNATION FROM OFFICE

(4.3) SABBATICAL POSITIONS

(a) A sabbatical officer may only be removed from office by a three-fifths majority vote at a referendum.

(b) In the event of the resignation or removal from office of the President, the Vice President Education shall assume the position of President. The duties of VP Education shall be distributed to other members of the Executive in the interim as appropriate. A by-election for the position of Vice President Education will be held in accordance with Schedule 2.

(c) Once a new Vice President Education has been deemed elected he/she resumes the full duties of that post

(d) In the event of the resignation/removal from office of the Vice President Welfare, a by-election for the position of Vice President Welfare will be held in accordance with Schedule 2.

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(e) In the event of the resignation/removal of all sabbatical officers, there shall be an immediate by-election for all sabbatical positions.

(f) In the event that both the President and the Vice President Education are removed/resign from office simultaneously the Vice President Welfare will act as caretaker President until a by-election is held for the in accordance with Schedule 2.

(g) The President, Vice President Education and Vice President Welfare as employees of the Union may be removed from office and therefore employment by means of the following set scenario:

- (1) The death of a sabbatical officer.
- (2) The resignation of a sabbatical officer.
- (3) The successful three-fifths majority vote at a referendum.
- (4) Term of office comes to an end.

(h) In the case where the President has died, resigned or has been removed from the office the Vice President for Education will assume the position of President.

(i) In the event of a three –fifths majority at a referendum the Secretary to the Union shall formally advise the Secretary to the Boards of the companies that the sabbatical officer has been removed from office.

(j) The Secretary to the Board will then inform the Board which would then be advised to ask for the resignation of the sabbatical from the Board (if applicable) and remove him/her from employment.

(4.4) PART TIME OFFICERS

(a) A part time officer may be removed by a simple majority of the SRC or by a three-fifths majority of a General Meeting. A part time officer may also be removed by a 50% +1 majority vote of no confidence in a secret ballot of all the Executive Committee officers.

(b) The part time officer must be given the chance to defend him/herself and must be informed three days prior to the meeting of the intention to hold a vote of no confidence.

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(c) Members can abstain from voting and the President (Education) shall have the casting vote in the event of a tie. In all instances the part time officer in question must excuse him/herself while the voting is going on.

(d) In the event of a resignation/removal from office of a part time officer a by-election will take place or the election may take place in the SRC through a secret ballot of all the Class Reps.

(e) The resignation of a part time officer shall only take place upon notification of it in writing to the Union President, failure to attend designated training as defined in this Schedule, or through the failure to attend three consecutive SRC meeting or six in total without tendering written apologies.

(4.5) THE UNION COMPANIES

(a) The Union shall incorporate two companies limited by guarantee which shall be known as ITSSU Limited and ITSSU Trading Limited respectively.

(b) The companies shall be responsible for the commercial activities of the Union, to include but not exclusively, the Union shop, printing service, publications, merchandise, entertainments and the general office area.

(c) The companies will be entirely owned by the Union and will be responsible to the Union in respect of all matters which come under the control of the companies.

(d) There will be a Board of Directors for the two Union companies, namely ITSSU Limited and ITSSU Trading Limited.

(e) Membership may also include:

(1) Two past sabbatical officers of the Union who shall be made full time Directors of the companies.

(2) One member of the Institute staff shall be made a full time Director of the company. This person may perhaps be from a Pastoral or Student Services background with a good knowledge of Clubs and Societies of the Institute.

(3) One external person with either a legal and/or a business/accounting background shall be made a full time Director of the company.

(4) A second member of the Institute staff from a business/accounting background may be nominated but is not essential.

(a) All members from the Institute shall be nominated by the Board and/or Union. The Institute may not nominate or put forward any individual for membership.

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(b) The Board of Directors for ITSSU Limited and ITSSU Trading Limited shall have the sole authority to reprimand staff, advertise vacancies and engage new staff as it sees fit in consultation with the Executive and within the confines of employment law and the terms of employment as laid down in relevant contracts of employment.

(c) The Board of Directors is the only body with the authority to enter into any agreements or contracts on behalf of the Union. The President and Deputy President may advise the Board to enter into such contracts as they are directly mandated by the Union membership. Such agreements and contracts shall be final and binding on the Union. On matters of employment the Board of Directors retains express authority.

(d) All matters with regard to the termination of employment, salaries, wage, conditions of employment are to remain confidential and within the confines of employment law.

(e) The Board shall use its best endeavor to adhere to the articles of this constitution, using it as a guide to all its decision making where relevant.

(4.6) THE GOVERNING BODY

(a) The President shall automatically take up membership of the Institute Governing Body at the beginning of his/her term in office. The outgoing President shall be deemed to have resigned from such office.

(b) A full time registered student, of the opposite gender than that of the President may be elected to the Governing Body of the Institute in accordance with the regulations made by the Governing Body. The term of office shall be in accordance with the regulations as laid down by the Governing Body.

(c) The Union representatives of the Governing Body must report to the Executive Committee and the SRC after every meeting attended and provide a joint written report outlining all topics of relevance to the student body.

(d) The Union representatives on the Governing Body must put on the agenda, or cause to have put on, any issue which the SRC or Executive Committee deems of importance.

(e) These Union representatives must represent Union policy at the meetings of the Governing Body.

(f) All matters discussing the Student Union at the Governing Body meetings must be brought to the attention of the Executive Committee the next college day.

SCHEDULE 2

REGULATIONS FOR THE CONDUCT OF ELECTIONS

- (1) All elections shall be held in accordance with Part XIX and Part XX of the 1992 Electoral Act. A copy of the act should be available for inspection in the Union office for candidates.

(2) NOTICE

- (a) Elections shall be held in the second term, no earlier than 1st February, on a date set by the Executive Committee.
- (1) The date and place of elections, the closing date for nominations and a copy of this Schedule shall be placed on Union notice boards at least 2 weeks before Election Day.

(3) NOMINATIONS

- (a) Nominations shall close at 5:00pm, five college days before the date of the Elections.
- (b) Nominations shall be on forms authorized by the Returning Officer and must be returned to the Returning Officer or his/her nominee.
- (c) Nomination forms shall specify the post which the candidate is running and shall be signed by the candidate and two proposers, who must all be full time registered students of the Institute.
- (d) Only full members of the Union may run for election.
- (e) Late nominations shall not be accepted.
- (f) A candidate must be registered by the 1st January in the Academic term.
- (g) A candidate must present 25 signatures from full-time members of the union in order to be nominated to run for a sabbatical position on the ITSSU Executive. These signatures must include the Student number, contact mobile phone number and email address of each individual nominator.
- (h) A candidate must present 10 signatures from full-time members of the union in order to be nominated to run for a part-time position on the ITSSU Executive. These signatures must include the Student

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number, contact mobile phone number and email address of each individual nominator.

(4) RETURNING OFFICER & ELECTIONS COMMITTEE

- (a) The Returning Officer shall be a member of ITSSU Limited staff or an individual with a background in Students' Union affairs and must not be a member of the Union (save that their employment would cause them to be Right Honorable members).
- (b) He/she shall be responsible for the conduct of the Elections.
- (c) The Returning Officer shall have the power to appoint as many assistants as necessary who may not be members of the Institute student body to facilitate the running of the Elections.

(5) VOTING

- (a) Voting shall take place at designated polling stations between the hours of 10am and 5pm on the date chosen by the Executive Committee.
- (b) Votes shall be cast on ballot papers clearly bearing the names of the candidates in alphabetical order and the post being contested. Votes shall be placed in sealed ballot boxes.
- (c) Members may vote on production of a current valid Institute ID card or by otherwise satisfying the Returning Officer or his/her assistants of their membership of the Union.
- (d) Polling shall be by secret ballot.
- (e) No candidate may canvass within the polling station or distribute publicity material or display publicity within the polling station.

(6) CROSS CAMPUS BALLOTS

- (a) The Elections Supervisory Committee shall be responsible for the conduct and supervision of all cross campus ballots.

(7) GENERAL

- (b) The maximum number of years in sabbatical office, for any individual shall be two years in any office and three overall, and shall be retrospective.

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- (c) In the event of there being only one candidate for a sabbatical position, the said candidate shall be returned after a plebiscite vote is taken.
- (d) No individual may hold more than one office simultaneously nor may hold more than one position on a Committee at any given time.
- (e) In the event of a position on an Institute Committee becoming vacant, a by-election shall be held in accordance with the Election Schedule.

(8) ELECTION SUPERVISORY COMMITTEE

- (a) The Elections Supervisory Committee (ESC) shall consist of:
 - The President. (or a nominee of the Executive if the President is a candidate)
 - A senior full time member of Union staff acting as Returning Officer (until such time as the committee nominates a Returning Officer).
 - Four other members of the Union elected at the SRC.
- (b) The ESC shall meet at least once during the academic year.
- (c) The ESC shall appoint the Chief Returning Officer.
- (d) Any complaints regarding the conduct of the elections should be made in writing to the ESC no later than three college days after the date of the counting of votes, specifically outlining the nature of the complaint.
- (e) If the Returning Officer or one of his/her appointed assistants is implicated in the complaint, they shall relinquish their position and a replacement co-opted in their place by the ESC.
- (f) The decision of the ESC shall be final and binding.
- (g) The ESC shall be chaired by the President or his/her nominee.
- (h) Any member of the ESC who stands for election will automatically relinquish their position and a replacement co-opted on by the ESC.
- (i) The ESC shall be responsible to the SRC for the organisation and administration of all elections throughout the Institute. It shall publish an annual election report detailing any changes which

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could be made to improve the electoral process and any problems faced.

- (j) It shall also formulate a fair system of funding for referenda and elections, to ensure all candidates have an opportunity to run for elections.
- (k) If the Returning Office is not on campus, the President or the nominee of the Executive may make a ruling on any problems. This ruling may be over-ruled by a simple majority of the Elections Supervisory Committee.

SCHEDULE 3

(1) REGULATIONS FOR THE HOLDING OF REFERENDA

- (a) A Referendum shall be the sole competent authority to amend the Constitution, not the Schedules to the Constitution.
- (b) A Referendum shall be held on any proposal when:
- The Executive Committee deems it's necessary.
 - The SRC deems it necessary.
 - Upon the receipt by the President of a request bearing signature and student ID numbers of 500 full members of the union.

(2) PROCEDURES FOR HOLDING A REFERENDUM

- (a) The date and time of a referendum may be decided by the Executive Committee is stated on the submitted request, provided that five college days are allowed after the submission of the petition.
- (b) The Chair of the ESC shall be responsible for the conduct of all referenda and shall appoint such assistants as he/she deems necessary.
- (c) The Returning Officer and his/her assistants shall require each intending voter to produce a valid ID card, or by otherwise providing satisfactory proof of their full membership of the Union.
- (d) The ESC shall arrange for polling to take place in at least one central polling station between the hours of 10am and 5pm on the date chosen.

(3) DECISION BY REFERENDUM

- (a) A decision taken by referendum shall be referred to as a decision of the Union membership.
- (b) A decision taken by referendum and voted in by at least 10% of the Union membership shall be mandatory and binding on the Union or on any body to which it is directed. The vote shall be based on a simple majority.
- (c) A motion or proposal to alter or rescind a mandatory decision of the Union membership shall not be competent within two years from

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the date of passing such a decision save for the amendment of this Constitution.

- (d) The President shall give a ruling if a dispute arises in relation to the above Clause of this Schedule. Such a ruling can only be overturned by a majority decision or a quorate SRC meeting.
- (e) A mandatory decision of the Union membership shall only be altered or overturned by a majority decision of the Union membership.

(4) A REFERENDUM RESULT

- (a) The ESC shall post the result of any referendum submitted on all Union notice boards not later than one day after the referendum votes have been counted.
- (b) Any complaint regarding a referendum shall be dealt with in accordance with Schedule 2.

SCHEDULE 4

STANDING ORDERS

- (1) The Agenda shall consist of:
- (a) Minutes of the last meeting and matters arising.
 - (b) Correspondence.
 - (c) Reports from committees.
 - (d) Formal business.
 - (e) Reports from the Executive.
 - (f) Any Other Business.

(2) DUTIES OF THE CHAIRPERSON

- (a) The Chairperson shall ensure whenever practicable that speakers for and against the question under discussion, address the SRC alternately.
- (b) In the absence of the Chairperson the meeting shall elect a Chairperson who shall be a member of the SRC.
- (c) The Chairperson shall be impartial and not participate in any debate.
- (d) The Chairperson may call the attention of the meeting to continued irrelevance or tedious repetition on the part of any member and may, after reasonable warning, require such a member to cease speaking and remain silent on the issue being discussed.
- (e) The ruling of the Chairperson upon all questions of order and upon matters arising in debate shall be final and not open to discussion.

(3) GENERAL CONDUCT OF THE MEETING

- (a) Every motion, amendment or report shall be proposed and seconded by any Union member any thereafter be open to debate. It shall be put forward when the proposer has concluded his/her opening speech. The proposer shall have the right to reply immediately before the vote is taken, but may not then introduce fresh subject matter.
- (b) The duration of speeches shall be at the discretion of the chairperson.

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- (c) If any amendment is carried or accepted, the original motion or report incorporating the amendment shall become the substantive motion to which further amendments may be moved.
- (d) Only one motion, report, or amendment to a motion or report may be put before the meeting at any one time.
- (e) If at any time there is no discussion, the Chairperson may enquire whether there is any discussion, opposition, or amendment, and if not, shall declare the question carried.
- (f) Should disorder arise, the Chairperson, at his/her discretion, shall be entitled to adjourn the meeting and quit the chair. On his/her doing so, the meeting shall be held to be immediately adjourned, but the Chairperson shall give his/her reasons for the adjournment at the next meeting of the SRC, where there shall be no discussion thereon.
- (g) A member shall not impute motives to/or use any offensive expression to any member of the assembled group or the SRC.
- (h) No member shall conduct him/herself in a manner which is prejudicial to the maintenance of order.
- (i) In the event of any member at a meeting disregarding the authority of the Chairperson or being guilty of obstructive or offensive conduct, the Chairperson may suspend such a member for the remainder of the meeting and may in addition order that the member be escorted from the meeting.

(4) PROCEDURAL MOTIONS

- (a) (1) A motion that the question now be put.
- (a) (2) A motion that the question not be put.
- (a) (3) A motion that the meeting proceed to the next item of business.
- (a) (4) A motion to postpone or adjourn a matter to a later specified time or meeting.
- (a) (5) A challenge to the Chairperson's ruling.
- (a) (6) A motion of no confidence in the Chairperson.
- (a) (7) A motion that the speaker be no longer heard.
- (a) (8) A motion to be taken in parts.
- (b) Procedural motions shall require a proposer and seconder. They may not be proposed while any member is speaking on a Point of Order or any information, or during the act of voting.

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- (c) The Chairperson may refuse to put Clause (4) (a) (3) or Clause (4) (a) (7) to the meeting. He/she may also reject any other procedural motion if one of similar effect and related to the same subject matter, has been defeated within the previous 15 minutes.
- (d) Clauses (4) (a) (1), (5) and (6) shall be put to the vote without discussion. The proposer of any other procedural motion may speak on it for three minutes followed by one speaker against for the same time. It shall be then put to a vote. The Chairperson shall have no priority in speaking against the procedural motion except in the case of (5) when the Chairperson shall have priority in speaking against the procedural motion.
- (e) When (4) (a) (5) or (6) are proposed, the chairperson shall leave the chair until it is determined.
- (f) If (4) (a) (1) is carried the Chairperson shall allow the proposer of the original motion to reply and then take the vote.
- (g) (4) (a) (5) and (6) shall have priority over all other procedural motions. (4) (a) (1) and (7) shall have priority over (2), (3) and (4). Otherwise procedural motions shall be determined in the order in which they were proposed.
- (h) No procedural motions shall be moved in respect of another procedural motion.

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SCHEDULE 5

DISABILITY POLICY FOR ITSSU

Definition: Disability will be defined on the following lines

- a) The total or partial loss of a person's bodily or mental functions including the absence of a part of a person's body, or
- b) The presence in the body of organisms causing, or likely to cause, chronic disease or illness, or
- c) The malfunction, malformation, or disfigurement of a part of a person's body, or
- d) A condition or malfunction which results in a person learning differently from a person without the condition or malfunction, or,
- e) A condition, disease or illness, which affects a person's thought processes; perception of reality, emotions or judgments or which results in disturbed behavior;(Equal Status Act 2000)

ITSSU should be a place where difference is positively valued and welcomed.

ITSSU seeks equality, the recognition and accommodation of difference, a move from charity towards rights, a move away from care and special favours or treatment, towards a society that respects and supports personal autonomy.

ITSSU is committed to facilitating students with disabilities as an issue of basic human rights and an integral part of its commitment to equality for opportunity in higher education.

The Code of Practice in relation to disability shall be:

- All ITSSU organized events shall be fully accessible for all students with disabilities, both in terms of transport, accommodation and all other necessary facilities.
- All ITSSU material shall be available in all formats needed to ensure accessibility by all.
- The ITSSU Welfare Officer and Equality will attend all Disability Awareness Training organized by the USI.
- ITSSU shall actively encourage the participation of students with disabilities in all ITSSU events and in the USI Disability Campaign.

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- ITSSU should foster working relationships with AHEAD, DAWN and the network of Disability Liaison Officers throughout the Further and Higher Educational sectors.

Areas which shall be targeted by ITSSU shall include

- Non traditional routes of entry (including through Access Courses)
- Built Environment and Accessibility
- Communications Environment, including aural and visual disabilities.
- Education and Technical Support.
- Provision of adequate grant structures to allow for continuation in Further and Higher Education through technical support, as this can allow students more independence.
- Education of those involved in the current structures to allow for future cultural acceptance on the part of all involved, leading to the promotion and success of students regardless of perceived ability. Ways of achieving this are through widespread distribution of materials relating to disabilities, and lobbying for inclusion of modules on disability for trainee teachers.
- Accessibility of accommodation and transport, and provisions for college development plans.
- Equal access to work, and ensuring the availability of work placements as prescribed by course requirements.

SCHEDULE 6

ANTI-HOMOPHOBIA POLICY FOR ITSSU

Definition: Homophobia will be defined as:

An irrational fear or hatred of lesbians, gay, bisexual and transgender people, based on erroneous myths and stereotypes and contributing to discriminatory social practices, opposition and violence, which can be emotional, verbal or physical. This includes but is not exclusive:

- Gay jokes.
- Inferences regarding a person's sexuality.
- Anti-gay literature being displayed in Union offices, on notice boards, at ITSSU events or on the IT Sligo campuses

ITSSU recognizes that same sex relationships are a common feature in all cultures.

ITSSU is committed to ensuring that its procedures and its practices in delivering services are not based on the assumption that all its members are heterosexual.

ITSSU recognises that lesbian, gay, bisexual and transgender students ought to be able to expect that they will be represented by their union in a supportive manner and on a confidential basis.

ITSSU will not tolerate mental, verbal or physical harassment which is based on the view that heterosexuality is the only "norm" for sexual relationships.

ITSSU will treat harassment on the grounds of sexual orientation as a serious disciplinary matter for its officers.

1. The Code of Practice in relation to homophobia shall be:

- All disputes in relation to homophobia shall be referred to the ITSSU Disciplinary Committee, which shall for the purpose of such disputes, contain an LGBT representative, attending in an advisory capacity.
- The ITSSU Sabbatical officers and the Equality Officer should avail of all training organised by the USI LGBTRO and the LGBT Working Group.
- ITSSU shall actively encourage participation of LGBT students in all ITSSU events and the LGBT campaign.

SCHEDULE 7

COMMUNICATION & INFORMATION POLICY FOR ITSSU

The purpose of this policy is to provide guidance to officers of ITSSU in all communications and providing of information inside and outside the union.

This policy is intended to reflect and support the union's commitment to the principles laid out in the ITSSU Constitution.

This Policy will not infringe on previous policies, schedules or the law, specifically the equality policy and the acceptable user.

Communication

Communication will be defined as:

“Any correctly received transfer of any type of information in any form Communication should be viewed in the broadest sense. It must be recognized that the process of communication involves both content and image.”

As communication takes place the perception that is portrayed about the Union is often more powerful, and gives a longer lasting impression than any particular content.

Communication strategies must therefore recognize both the intrinsic and extrinsic content of communication; that it can be verbal, written or visual and may be internal or external to the Institute.

True communication must be sender oriented. It is the responsibility of the communicator to ensure that the receiver understands the intent of the message being communicated.

True communication only occurs when the received/created meaning is that intended by the sender.

Communication Concepts

- Communication plays an important role in creating awareness of the Union.
- Communication is also used to increase credibility and awareness of the Union amongst other unions, institutions and official bodies, both locally and nationally

IT Sligo Students' Union Constitution

- Communications strategies are used to enhance motivation and levels of interest of both members and staff by making information necessary to do so available through a number of channels.

All ITSSU communications will encourage higher student culture awareness of ITSSU and to promote its identity.

Physical structure

Operational information is to be made available through a variety of media. These include phone lists, policies, procedures and key documentation.

The Union will continue, and develop, public relations activity locally and nationally.

ITSSU will ensure the adequacy of its communication infrastructure in particular the telephone system and computer network, and all ITSSU staff should be properly trained in its use.

Responsibility

The President is the chief spokesperson for ITSSU, therefore:

1. The Press & Communications officer and the President must be aware of all press releases/press statements issued, interviews given, comments made.
2. In the absence of the President, the Deputy President will deputise.

The Press & Communications officer should be informed of all dealings between officers and the media.

No officer should take it upon themselves to contact journalists or give interviews or information to journalists without first speaking to the President and the Press & Communications officer

Excepting routine issues, any call from a journalist must be put through to the Press & Communications officer via the President.

The Press & Communications officer (and other officers where funding is available) shall be presented for professional, outsourced Media Training at the beginning of their term of office.

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Communications sub – committee

As per the ITSSU constitution a Communications sub - committee shall be convened by the Press & Communications officer and comprise of the Press & Communications officer, the Campaigns officer, any other interested sabbatical officers and any interested students.

The Communications sub - committee shall review Union publications on a periodical basis, and ensure ITSSU policy and the ITSSU constitution is adhered to.

The sub – committee shall also be concerned with communications and publications reviews, communications adherence to legislation and ensuring communications and publications are not degrading or offensive to any section of the membership (As stated in the constitution) The sub - committee will also be responsible for identifying ongoing training needs and methods of improving the process of Press releases within USI.

ITSSU student emails

Emails sent to students are, unless otherwise specified, purely informational and do not represent any specific views or opinions of ITSSU or its officers, they are sent on behalf of students and for students consideration.

No part of any outgoing ITSSU email (contents, text, images or meaning) may be transmitted, transcribed or forwarded without the express written permission of the Students' Union. All information contained in outgoing emails is intended for the Students' Union membership, ITSSU Limited or ITSSU Trading Limited or the named recipient. Reproduction of any email and its contents is strictly prohibited without prior written consent.