

IT Carlow Students' Union Constitution

This Constitution was ratified in the Academic year 2016/17 and supersedes all previous constitutions. *(Date enacted 28/02/2017)*

Article 1

- 1.1. The name of the Organisation is Institute of Technology Carlow Students' Union (herein referred to as IT Carlow Students' Union).
- 1.2. IT Carlow Students' Union is an independent entity to Institute of Technology Carlow.
- 1.3. I.T Carlow Students' Union membership of U.S.I is subject to an annual review by the Executive & Class Representative Council.
- 1.4. All registered students of IT Carlow are automatically members of IT Carlow Students' Union unless otherwise requested in writing to the President of IT Carlow Students' Union.
- 1.5. Membership of IT Carlow Students' Union is limited to registered students of IT Carlow only.
- 1.6. All policies of IT Carlow Students' Union are subject to approval at Class Representative Council.
- 1.7. There shall be no discrimination on the grounds of gender identity and expression or family status or sexual orientation or religion or age or disability or race or membership of the travelling community.

Article 2

- 2.1. The aims and objectives of IT Carlow Student' Union shall be:
 - 2.1.1 To represent the interests of its members on all matters relating to their education and to protect their rights as students and citizens.
 - 2.1.2. To develop, expand and coordinate the services which aim to improve the student experience .
 - 2.1.3. To provide such social and recreational amenities as may be possible to improve the student experience from the resources available.
 - 2.1.4. To act as a channel between its members and all other organisations with whom the Students' Union maintains contact for the attainment of these objectives.

Article 3

3.1. IT Carlow Students' Union shall be based on the democratic principle that every member shall have the fullest opportunity compatible with the rights of others to participate in controlling the affairs of the Students' Union.

Article 4

4.1. The Sabbatical Officers (full time) shall comprise of

- 4.1.1. President (and CEO)
- 4.1.2. Vice President – Education & Lifelong Learning
- 4.1.3. Vice President – Welfare & Equality
- 4.1.4. Vice President – Entertainments & Communications

4.2. Executive Committee shall comprise of the above Sabbatical Officers and the following Executive (part-time officers).

- 4.2.1. Wexford Campus Officer with responsibility for Full-Time students
- 4.2.2. Wexford Campus Officer with responsibility for Lifelong learning students
- 4.2.3. International Student Officer
- 4.2.4. Mature Student Officer
- 4.2.5. Sports and Societies Officer

4.3. Elections for these positions shall be held at the earliest March 1st and the at latest April 30th.

4.4. All registered students of I.T Carlow are entitled to run in an IT Carlow Students' Union Election. Only registered students of the Wexford Campus are entitled to run for the Wexford Campus Officers position(s).

4.5. Current Students' Union Officers are entitled to run in an IT Carlow Students' Union Election.

4.6. The term for Sabbatical Officers shall be from July 1st to June 30th.

4.7. The electorate for the Wexford Campus Officer positions will be registered students in the Wexford Campus of I.T Carlow.

4.8. IT Carlow Students' Union Executive Committee can bring a proposal forward to Class Representative Council to allow for the creation of additional part-time officers. If approved, a constitutional referendum will have to be held within the academic year to make the necessary amendment to the Constitution to allow for the position to be recognised.

4.9. The minutes, agenda and any supporting documentation of these meetings will be available on the IT Carlow Students' Union Website.

4.10. The Students' Union President or his/her nominee shall chair the Executive Committee.

4.11. Individuals can hold full-time sabbatical positions for a maximum of three terms.

4.12. The President of IT Carlow Students' Union is automatically nominated as a Student Representative on the Governing Body of IT Carlow.

4.13. The Vice-President for Education will automatically be nominated as a Student Representative on Academic Council.

4.14. If a Sabbatical Officer other than the President dies, resigns, is seriously injured, impeached or is otherwise incapacitated to such an extent that they are for whatever reason unable to perform their duties or will be unable to resume them within a reasonable period of time, the Executive have the discretion to decide the following:

- a. Whether it is appropriate, beneficial and feasible to hold a by-election, where the Class Representative Council are the electorate; nominations are open to all registered students of I.T Carlow for the Sabbatical Position.
- b. To decide upon the division of responsibilities about the position amongst the other officers, Sabbatical and, if deemed appropriate and necessary, Executive.

4.15. If the President of IT Carlow Student' Union dies, resigns, is seriously injured, impeached or is otherwise incapacitated to such an extent that they are for whatever reason unable to perform their duties or will be unable to resume them within a reasonable period of time, the Executive Committee have to decide on which sabbatical officer will step in to execute the role of President. The Executive Committee must decide how to fairly divide the remit of sabbatical officer that replaces the President amongst the members of the Executive Committee.

4.16. Sabbatical Officers are not permitted to undertake full-time study or full-time employment during their term of office. Pending approval of the Executive Committee, a sabbatical officer may undertake part-time study or part-time employment during their term of office under the following conditions:

- a) That their hours of attendance at their place of work or place of study do not fall between 9 am and 5 pm on Weekdays.

- b) The nature or place of their place of employment does not create an conflict of interest with the discharge of their Students' Union duties.
- c) That such part-time work or study does not cause them to neglect their work and duties as a Students' Union Officer.
- d) The Executive committee shall determine if part-time work/part time study is clashing with their Full-time role.

4.17. All members of the Executive Committee must prepare a work plan to be presented and approved by Class Representatives at the first meeting of Council.

4.18. All members of the Executive Committee must produce a monthly officer report which will be circulated to all Class Representatives.

Article 5

5.1. The role of the President:

The Presidents role is to oversee all Students' Union, staff and officers activities. He/She is the chief spokesperson for the Students' Union. He/She is primarily a representative of all members of IT Carlow Students' Union and works with Insitute Management to achieve the best educational environment and learner experience for IT Carlow students. He/She is responsible for managing the finances of the Students' Union and ensuring accounts are kept up to date and presented to members at IT Carlow Students' Unions General Meeting. The President keeps record of the policy book of IT Carlow Students' Union and updates Class Representatives on work being completed to fulfil their mandates set out within the policy book.

The President shall:

- a) Be CEO and Chief Spokesperson for the Students' Union.
- b) Manage the finances of the Students' Union.
- c) Present annual accounts to a General Meeting of the membership.
- d) Allocate work to the other elected officers and staff, subject to the provisions of this constitution.
- e) Publish and display this Constitution so that all members may be aware of its provisions.
- f) Represent the Students' Union on relevant internal and external bodies such as the Governing Body and Academic Council of IT Carlow and the National Council of the Union of Students in Ireland.

- g) Coordinate and direct the general activities, policies, staff, and officers of the Students' Union.
- h) Chair the Executive Committee meetings.
- i) Sit on relevant bodies both internally and externally.

5.2. The role of the Vice-President for Education & Lifelong Learning

The Vice-President for Education & Lifelong Learning assists students with any issue they are facing relating to the area of education this can include but not limited to examinations, library facilities, and grants. He/She is also responsible for organising Class Representative training and Class Representative Council. He/She is also responsible for representing the Lifelong Learners of the Institute on the Executive Committee and with Institute Management.

The Vice-President for Education & Lifelong Learning shall:

- a) Be responsible for the implementation and development of the Students' Union education policies subject to the general direction of Class Representative Council, General Meetings, Referendum or Executive.
- b) Make every effort to undertake such research surveys, etc. and shall contribute to the development of educational policy locally and nationally.
- c) Deal with all queries about grants & refer to relevant bodies where possible.
- d) Provide information on withdrawals, deferring, transfers & repeats & apply to relevant authorities where possible.
- e) Shall be automatically nominated as a Student Representative on Academic Council.
- f) Shall organise such campaigns with the Executive that are deemed necessary from time to time which may include Exam Prep, Exam Info, How to, Back it Up, Study Skills, etc.
- g) Provide training for Class Representatives on issues that are relevant to them in their roles.
- h) Represent the views of the Class Representatives to the Executive Committee.
- i) Organise & oversee Class Representative Council Meetings.
- j) Chair all Class Representative Council meetings.
- k) Create, administrate and update social media page(s) and document management system for Class Representatives.
- l) Represent the Students' Union on appropriate internal and external bodies.
- m) Provide further education and careers information.
- n) Represent the Part-Time Learners of the Institute on the Executive Committee
- o) Be responsible for communicating the views of the Part-Time Learners to the Executive Committee
- p) Co-ordinate events and campaigns that will benefit the Part-Time Learners of the Institute
- q) Communicate the activities of the Students' Union to the Part-Time Learners of the Institute
- r) Will be responsible for the planning, organisation and preparation of budgets for each event, which must be approved in advance by the President
- s) Attend Class Representative Council meetings for Part-Time Learners

- t) Carry out any other duties as may be assigned by the President.

5.3. The role of the Vice-President for Welfare & Equality

The Vice-President for Welfare & Equality is often a first point of call for students experiencing difficulty with many areas such as health, finances and accommodation. He/She is responsible for organising campaigns to ensure members are educated about topics such as mental health services and can make informed decisions regarding topics such as sexual health. He/She acts as a signpost for services that are available within the Institute, Nationally and Internationally.

The Vice-President for Welfare & Equality shall:

- a) Be responsible for dealing with the welfare issues of the Students' Union membership
- b) Raise awareness of issues of equality and diversity as articulated in this constitution
- c) Be responsible for organising welfare campaigns on topics affecting the student body including but not limited to mental health, physical health, sexual health & consent, etc.
- d) Provide training for Class Representatives on welfare issues.
- e) To develop the Students' Union equality policy and ensure that policy is adhered to in all aspects of the Students' Union.
- f) Oppose any organisation that promotes discrimination on the grounds of gender identity and expression or family status or sexual orientation or religion or age or disability or race or membership of the travelling community.
- g) Actively lead community engagement campaigns between students and the local community
- h) Ensure that Students' Union publications do not infringe the rights of any sections of the Students' Union membership.
- i) Provide information and promote all services available to students and refer students when necessary
- j) Represent the Students' Union on appropriate internal and external bodies
- k) Be responsible for the formation and enactment of SU policy in the areas of Equality
- l) Establish and chair any working groups s/he deems necessary to carry out their duties, subject to the oversight of the President.
- m) Will be responsible for the planning, organisation and preparation of budgets for each event, which must be approved in advance by the President
- n) Work in a supportive manner with the International Student Officer
- o) Carry out any other duties as may be assigned by the President

5.4. The role of the Vice-President for Entertainments & Communications

The Vice-President for Entertainments & Communications is responsible for organising safe and affordable events for members of IT Carlow Students' Union. He/She is also responsible for

publications and joint promotion of events/campaigns with relevant officers. He/She can negotiate deals on behalf of students of IT Carlow however, can not enter into any contract without agreement of the President.

The Vice President for Entertainments & Communications shall:

- a) Produce a student publication on a monthly basis
- b) Be responsible for the day-to-day operation of the SU Administration Office
- c) Organise entertainment for members of the Students' Union on a regular basis as determined by the executive
- d) Act as Chairperson of the Raise Give Week Committee
- e) Lead the team of full-time officers in all Entertainment deal negotiations
- f) Shall present all relevant contracts to the Executive Committee for the ratification and to the President for signature on behalf of the Students' Union
- g) Organise events/campaigns to benefit the student body
- h) Generate income to the Students' Union through a variety of means
- i) Have responsibility for overseeing the Students' Union Website, ensuring content is up to date, relevant and appropriate
- j) Source all merchandise for the Students' Union
- k) Act as secretary to meetings of the Executive Committee and General Meetings and other meetings as requested by the President
- l) Oversee and finalise all orders of Class Representative Hoodies and Class Group Hoodies
- m) Represent the Students' Union on appropriate internal and external bodies
- n) Be responsible for joint promotion of Students' Union events & campaigns alongside relevant officers
- o) Will be responsible for the planning, organisation and preparation of budgets for each event, which must be approved in advance by the President.
- p) Carry out any other duties as may be assigned by the President

5.5. The role of the Wexford Campus officer with responsibility for full-time students

As IT Carlow is a multi-campus Institute, it is vital that the Students' Union have an officer on the Wexford Campus to represent the views of the full-time students. This officer will often be the first point of contact for issues students are experiencing on the Wexford Campus. He/She is often the main student representative in meetings on the Wexford Campus. He/She is also responsible for initiating and overseeing campaigns and events on the Wexford Campus.

The Wexford Campus Officer with responsibility for full-time students shall:

- a) Be the main point of contact for all full-time students queries on the Wexford Campus
- b) Refer full-time students with issues to the relevant full-time sabbatical officer with responsibility for that area

- c) Be the chief representative of the Wexford Campus full-time students and the Students' Union on the Wexford Campus
- d) Sit on relevant committees on the Wexford Campus
- e) Liaise with the Executive in coordinating and directing all Students' Union activities, events, & campaigns on the Wexford Campus for full-time students
- f) Carry out any other duties as may be assigned by the President

5.6. The role of the Wexford Campus Officer with responsibility for Lifelong Learning students

The Wexford Campus Officer with responsibility for Lifelong Learning students is situated on the Wexford Campus. As there is one part-time officer in place on the Wexford Campus, there is a need for a second officer with responsibility for Lifelong Learning Students. The remit of the Wexford Campus Officer with responsibility for Full-Time students is similar to that of the Wexford Campus Officer with responsibility for Lifelong Learning students.

- a) Be the main point of contact for all lifelong learning students queries on the Wexford Campus
- b) Refer lifelong learning students with issues to the relevant full-time sabbatical officer with responsibility for that area
- c) Be the chief representative of the Wexford Campus lifelong learning students and the Students' Union on the Wexford Campus
- d) Sit on relevant committees on the Wexford Campus
- e) Liaise with the Executive in coordinating and directing all Students' Union activities, events, & campaigns on the Wexford Campus for lifelong learning students
- f) Carry out any other duties as may be assigned by the President

5.7. The role of the International Student Officer

The International Student Officer is responsible for representing International Students on the Executive Committee of IT Carlow Students ' Union. He/She seeks to ensure IT Carlow Students' Union is inclusive and mindful of different cultural requirements. He/She is responsible for promoting the wide-ranging cultures and nationalities of students in IT Carlow through campaigns and events.

The International Student Officer shall:

- a) Be responsible for the promotion of different nationalities and cultures amongst the members of the Students' Union
- b) Support the work of the relevant societies on campus
- c) Work alongside the International Office in the promotion of events
- d) Organise events and campaigns alongside relevant officers to promote the different cultures on campus.
- e) Coordinate the introduction of Students' Union policy to support International Students on campus
- f) Carry out any other duties as may be assigned by the President

5.8. The role of the Mature Students' Officer

The Mature Students' Officer is responsible for representing mature students in IT Carlow. He/She is responsible for promoting integration and involvement in all aspects of student life in IT Carlow, including but not limited to academic and social aspects. Mature Students may find they have very different requirements and/or expectations for Higher Education, so it is important the Students' Union is mindful of that and continues to conduct themselves in an inclusive manner.

Mature Student Officer shall:

- a) Be responsible for representing Mature Students on the Executive Committee
- b) Attend and support Mature Students during their Induction programme
- c) Liaise with mature students on campus to promote their full involvement in the academic and social life of the community
- d) Liaise with mature students to establish any further needs they may have
- e) Collaborate with the other Students' Union officers, clubs, societies and the Institute as a whole to promote the development and integration of mature students
- f) Organise campaigns and events that are of interest and/or benefit to Mature Students in IT Carlow
- g) Represent the Students' Union on appropriate internal and external bodies
- h) Carry out any other duties as may be assigned by the President

5.9. The role of the Sports & Societies Officer

The Sports & Societies Officer is responsible for representing Clubs & Societies on the Executive Committee of IT Carlow Students' Union. He/She is responsible for promoting clubs & societies on campus and encouraging involvement. Sports Clubs and Societies are a very important aspect of student experience, and it is important the Students' Union support this.

Sports & Societies Officer shall:

- a) Assist the Sports office and Student Services where necessary in all tasks relating to sports clubs and societies.
- b) Assist clubs and societies in securing sponsorship

- c) Promote all aspects of clubs and societies on campus
- d) Hold a meeting with all sports clubs and society leaders once per term
- e) Liaise with sports clubs and societies and the Students' Union
- f) Assist sports clubs and societies when making proposals for funding from the Students' Union
- g) Represent the Students' Union on relevant bodies
- h) Carry out any other duties as may be assigned by the President

Article 6

6.1. Every year group in the college is entitled to representation on Class Representative Council through their elected Class Representatives.

6.2. Class Representatives must be elected at the start of each term, where possible. They will remain the Student Representative for that academic year unless the class wishes to elect a different Class Representative based on reasons outlined in the Class Representative policy.

6.3. The Class Representative Council shall determine Students' Union policy subject to General meetings and Referendums.

6.4. The Class Representative Council shall meet monthly.

6.5. Class Representatives should have the opportunity to add items to the agenda and motions for Class Representative Council.

6.6. Class Representatives should receive all relevant documentation 5 working days in advance of Class Representative Council.

6.5. Class Representatives shall convene monthly class meetings to inform the class of Students' Union activities.

6.6. The Class Representative Council may mandate officers to carry out campaigns, jobs, etc. by simple majority.

Article 7

7.1. The Class Representative membership shall be made up of students who volunteer to be Class Representatives.

7.2. The Quorum for Class Representative Council meetings shall be 30% of all registered Class Representatives.

7.3. Any Class Representative who fails to attend two consecutive meetings without furnishing a written explanation prior to the meeting shall be deemed to have resigned their position.

7.4. Class Representatives can be impeached by a 2/3 majority of their class.

7.5. All Class Representatives must sign into Class Representative Council Meetings.

7.6. Each Class Representative will be responsible for creating and maintaining a means of notifying students in their class of ongoing events, campaigns, etc. within the College and Students' Union.

Article 8

8.1. The Executive Committee shall comprise of all Sabbatical and Part-Time officers of IT Carlow Students' Union.

8.2. A quorum for an Executive Committee meeting shall be 50% of the Executive Committee. A quorum is invalid unless there is, at least, one sabbatical officer in attendance.

8.3. The Executive Committee shall hold weekly discussions during the academic year.

8.4. When the college is not in term, the sabbatical officers shall constitute an exec standing committee. All sabbaticals must be in attendance at these standing committee meetings. The standing committee may make any decisions it deems necessary, but these decisions must be submitted to the full executive committee when college is in session. A 66% majority of the full executive committee may reverse standing committee decisions.

Article 9

9.1. A referendum can be called by the President or a simple majority of a quorum of the executive or the Class Representative Council or a general meeting or by petition of 300 signatures presented to the President.

9.2. At least ten working days and not more than 15 working days' notice shall be given of the holding of a referendum.

9.3. A referendum shall be the sole means of amending the constitution. A 2/3-majority vote of the Executive Committee may formally propose changes to the constitution; these changes must be put to referendum within that academic year or shall become null and void.

9.4. A referendum shall be the ultimate arbiter of Students' Union policy.

9.5. No motion shall go to a referendum if the legal advisors to the Students' Union determine that the passing or the existence of the motion would put the Students' Union in contravention of the laws of the State. The Students' Union legal advisors must be consulted on any referendums on constitutional amendments.

9.6. Referendums shall be passed by simple majority.

9.7. Quorum for referenda shall only apply in the case of impeachment motions.

Article 10

10.1. Accounts for the Students' Union shall be presented at an AGM, chaired by the President and held annually in April.

10.2. Prior to all referenda and elections, a general meeting shall take place where all candidates and/or proponents/opponents of a referendum motion will be given an opportunity to address students in a hustings.

10.3. A General Meeting can be called by the President or the Executive or Class Representative Council or by petition of 200 students.

10.4. General Meeting can mandate the Executive/ Class Representative Council. If the Executive or Class Representative Council refuse to accept the mandate of a General Meeting the issue in contention must be put to the students for decision by referendum.

10.5. The quorum for general meetings shall be 150 students.

Article 11

11.1. Casual vacancies of executive officers shall be filled by a by-election where the Class Representative Council are the electorate; nominations are open to all registered students of I.T Carlow.

11.2. The Executive Committee shall appoint a Returning Officer for all elections and referenda.

11.3. The Returning Officer shall not be a member of the Students' Union and shall either be a member of U.S.I officer board, a member of the I.T Carlow staff or a former I.T. Carlow Students' Union sabbatical who is no longer a member of the Students' Union.

11.4. The returning officer shall ensure that the elections are conducted fairly, and shall ratify the results.

11.5. Minimum two weeks' notice shall be given of the holding of elections.

11.6. Nominations for the positions shall close no later than five working days in advance of the election.

11.7. The Elections committee will meet with all candidates running the Students' Union elections before campaigning begins.

11.8. Each candidate will have the opportunity to submit a manifesto that will be circulated to all registered students of I.T Carlow.

11.9. Elections to the Executive and any other branch of the Students' Union shall be by the PR-STV system.

Article 12.

12.1. A 50%+1 majority of total votes in a referendum can impeach sabbatical officers.

12.2. Petition of 300 signatures or a 2/3 majority of the Executive or 2/3 of the Class Representatives can call an impeachment referendum.

12.3. In the case of an impeachment referendum, the Quorum shall be 30% of the registered student population.

Article 13

13.1. The President shall determine questions of interpretation of this constitution.

13.2. If a majority of the Executive Committee or Class Representatives are unhappy with the Presidents interpretation of the constitution, the President must convene a constitutional committee comprising of the President, the Students' Union legal advisor and a member of the officer board of U.S.I. or some other appropriate non-member of I.T Carlow Students' Union such as a former sabbatical officer.

Article 14

14.1. The Executive Committee shall establish the following standing committees.

- a. Entertainment committee.
- b. Welfare committee.
- c. Finance committee.

d. Other ad-hoc committees as are deemed necessary from time to time.

14.2. Membership of these committees may be drawn from the Executive Committee, the Class Representative Council, or the general student body.

14.3. The President will be an automatic member of the accounts committee. However, a non-sabbatical officer must be the chair of this committee.

14.4. The finance committee may co-opt an external member onto the committee if expertise is required.

Article 15

15.1. Amendments can only be made to this constitution by referendum.

15.2. The President must ensure that each member of the Executive Committee of the Students' Union receives a copy of this constitution upon the taking up of his or her office. He/she must also ensure a copy of this Constitution is available to all Class Representatives. This constitution is available from the Students' Union Administration office and can be forwarded to any registered student who requests a copy.

15.3. I.T Carlow Students' Union is subject to any documentation attached to this constitution such as standing orders, election rules or policy papers.

15.4. Any documents attached to this constitution are legislation or Students' Union policy and not a part of the constitution and may be changed or removed by a majority vote of the Class Representative Council and the Executive Committee. Documentation may also be attached to the constitution by a majority vote of the Class Representative Council and the Executive Committee.

Appendix A

Standing Orders

These orders provide for the good conduct of certain meetings within the Students' Union and shall be put before the first meeting of each kind for adoption by the meeting as standing orders for the year

1. If no other provision is made the meeting shall elect a chairperson by show of hands.
2. Each speaker shall address himself or herself solely to the chairperson.
3. The chairperson shall ensure, wherever practicable, that speakers for and against the matter under discussion shall address the meeting alternatively.
4. Whenever the chairperson speaks he/she shall be heard in silence.
5. There shall not be a casting vote – if there is a tie, the motion may be cut again, and if there is again a tie the motion shall be deemed “not carried”.
6. The chairperson shall have general responsibility for ensuring that discussion is conducted in an orderly fashion and that speakers are not interrupts except as permitted under these standing orders and that each speaker adheres to the matters under discussion.
7. Every motion or amendment proposed report given or announcement or commencement made shall after that be open for discussion. The proposed or introducing speaker shall have the right to reply before a vote is taken on that matter but may not then introduce fresh subject matter.
8. Only one matter (motion/amendment/report/topic) may be before the meeting at any one time.
9. Amendments to a motion shall be relevant to it and form an intelligible unit within it. They may not seek to negate it directly.
10. If an amendment to a motion is carried or accepted, the original motion, incorporating the amendment, shall become the main motion to which further amendments may be moved.

11. If at any one-time discussion has clearly ceased, the chairperson may inquire whether there is any opposition to the matter, and if there is none, shall declare the motion carried or point accepted.
12. No member may speak more than once on the same matter unless there are no others wishing to speak who have not already spoken and the meeting has no objection.
13. The following procedural motions may be moved:
 - I. That the matter now put
 - II. That the matter not be put
 - III. That the matter be adjourned to a specific later time or a specified later meeting.
 - IV. That the matter be referred to another body or number of individuals for examination and report.
 - V. A motion challenging a specified ruling of the chair.
 - VI. A motion of no confidence in the chair.
 - VII. That the matter be voted on parts.

13.1. Procedural motions require a seconder. They may be raised at any time save while a member is speaking on a point or order or during the act of voting.

13.2. The chairperson may refuse to put a procedural motion to the meeting of one of similar effect and related to the same subject has been defeated within the previous 15 minutes.

13.3. The proposer of a procedural motion may speak in favour of the motion for not more than one minute, followed by one speaker against the motion for not more than one minute. The proposer of the matter under discussion shall have priority in speaking against all procedural motions of all types save 13 (c) and 13 (vi); the chairperson shall have priority in speaking against motions of types 13 (v) and 13 (vi). The motion shall then be put to the vote.

13.4. When 13 (v) or 3 (vi) are proposed, the chairperson shall vacate the chair until it is determined. If 13 (v) is carried, the chairperson shall resume the chair but shall give a ruling in accordance with the procedural motion. If 13 (vi) is carried, the person whom it relates to shall not take the chair for the remainder of the meeting.

13.5. If 13(l) is carried, the chairperson shall immediately allow the proposer of the main or original matter under discussion to sum and reply and then put the matter to a vote.

13.6. Amendments may not be proposed to procedural motions except in respect of the time or meeting under 13 (iii) or in respect of the body or individuals under 13(iv). No procedural motion may be moved in respect of another procedural motion.

Appendix B

Rules for Students' Union Elections

1. No canvassing for votes in the S.U. area.
2. Corporate donations or sponsorship towards election campaigns is not allowed.
3. No direct canvassing for votes or campaigning outside of the college campus.
4. Campaigning in student accommodation is not allowed. No posters, banners, etc. shall be publicly displayed in any windows or flown from any housing
5. The distribution of flyers in the canteen is not allowed until the second week.
6. Candidates for full-time officers are entitled to spend a maximum of 500 Euro on their campaign. Candidates for part – time positions are entitled to spend a maximum of 200 Euro on their campaign.
7. Speech times for the hustings are 5 minutes for full –time candidates and 3 minutes for part – time candidates. Each candidate can be asked a maximum of 3 questions. Reply time for questions at hustings speeches is 3 minutes for all candidates.
8. Candidates are allowed to have 30 A4 or 20 A3 posters etc. photocopied free in the Students' Union Administration office.
9. The Students' Union magazine for the second week of the election will contain articles by all candidates who wish to do so. Full-time candidates are entitled to a full A5 page, and part-time candidates are entitled to a half of an A5 page. Students' Union officers who are candidates in the election are not allowed to use their articles in the Students' Union magazine as an election platform or to canvass for votes. In the case of the Commercial Activities & Entertainments officer being a candidate in the elections editorial control of the magazine will be the responsibility of the most senior ranking sabbatical officer who is not running in the elections. In the event that all sabbatical officers are participants in the elections, editorial control of the Students' Union magazine will be assumed by the Southern Area officer of U.S.I. or a staff member of IT Carlow, as decided by the elections committee.
10. Any registered student is entitled to run for elections excluding those who:

- a. Was formerly an officer who has been impeached or has seriously misrepresented the position in which they held. Returning Officer will have to provide evidence such as former case work or statements condemning said officer. As this documentation may contain sensitive information, it will only be viewed by Elections Committee. Your application will be forfeited.
 - b. That has been in serious breach of Institute policies. Your application will be forfeited.
- 11. Candidates must inform the Election Committee of any Criminal Convictions that have been obtained against them. The elections committee will determine if the candidate is eligible to run in the Students' Union elections.
- 12. Election Campaigns
 - a. No candidate shall hold, pay or provide an election party in any public premises which includes but is not limited to nightclubs, pubs & restaurants. Your application will be forfeited.
 - b. Election T-shirts are permitted to be worn outside of campus.
 - c. All campaigns must adhere to all Institute policies especially the alcohol policy. Your application will be forfeited.
- 13. Presidential Debate
 - a. Any candidate wishing to run for President must partake in a Presidential debate. The structure for each of these debates will be decided upon by the elections committee, and each candidate will be made aware of the structure no later than 72 hours in advance of the debate.
 - b. The first debate will be held during the second week, prior to the hustings, where the Returning Officer will chair. Titles will be pre-submitted. However, the Returning Officer may allow no more than three topics from the floor.
- 14. Online Media & other advertising Guidelines
 - a. You shall not activate any form of online media that indicates your intentions for running for Officer any sooner than agreed at Election Rules meeting. When handed your application form, this will be clearly printed on it. If you breach this, your application is forfeit.

- b. Any online bullying or anything deemed inappropriate towards other candidates by elections committee will lead to the application being forfeit.
- c. No links, photos or other material relating to your campaign are to be shared on any Institute or Students' Union online media pages. This includes but is not limited to IT Carlow Facebook, Twitter & YouTube pages, IT Carlow Students' Union Facebook, Twitter & YouTube pages, IT Carlow Clubs & Societies Facebook pages or any other online pages relating to IT Carlow. Your application will be forfeited.
- d. Election posters are only allowed in designated areas which will be outlined to candidates by email following a meeting of the elections committee.

15. Your Campaign Team

- a. You and you alone are responsible for the conduct and behaviour of your election campaign.

16. The elections committee will consider any breaches of these rules and decide upon a suitable course of action and/or penalty.

Appendix C

Election Committee

1. The Election Committee shall consist of: two Students' Union Sabbatical Officers, a member of Student Services, and the returning officer.
 - a. In the event of one or more of the Sabbatical Officers seeking re-election, in each instance, their place shall be taken by an executive officer who is not seeking election. In the event of no executive officers being available, Class Representative Council members may be co-opted.
 - b. The senior Students' Union member shall be the Chairman of the Committee.
 - c. The Election Committee shall hold a meeting at 5 pm the day nominations close, where possible, to ensure that all nominations are valid and to ratify the list of candidates for each position.
 - d. The Election Committee shall be present during the election count and shall ratify the results once all counts are finished, providing there have been no objections raised.
 - e. All objections to the Result of an election must be lodged within five-term time days of an election.
2. Objections to the conduct of the election or a particular candidate should be made in writing and addressed to the Chairperson of the Election Committee. That chairperson must then contact all members of the Election Committee, notify them of the nature of the objection, and convene a meeting of the Election Committee to discuss the objection:
 - a. The objector and anyone directly or indirectly referred to in the objection must also be informed of the time and place of the meeting.
 - b. At the meeting, the Chairperson shall read out the objection as was delivered to him/her. The person or candidate who made the objection will then have their opportunity to address the committee.

- c. Anyone referred to in either the original objection – or in the objector’s address to the committee – should be given the opportunity to address the committee.
 - d. The Committee can decide whether it would be beneficial to seek evidence or testimony from other individuals other than those outlined above.
 - e. Once all testimony has been heard, the Committee shall then consider whether to uphold the objection, in full or in part and what action to take.
3. When considering what penalty to impose if an objection has been upheld in part or in full, the Election Committee should be guided by the principles of natural justice and common sense. The following guidelines are suggested:
- a. Overturning results of an election should be avoided except in the following circumstances:
 - I. Where there has been clear evidence of substantial and/or organised fraud.
 - II. Where it has been found that the Election Rules laid out here have been breached by the victor, and it is conceivable, taking into account the magnitude and nature of the breach, whether the candidate intentionally set out to breach the rules, whether there were repeated breaches of the rules and the closeness of the result, that the breach (or breaches) might have had a major influence on the outcome.
 - III. Where a winning Candidate has failed to notify the Election Committee of a Criminal Conviction that has been obtained against them.
 - IV. Where there is clear evidence that a winning candidate attempted to use bribery or corruption to influence the result of the election.
 - b. In the event of an election result being overturned, the Election Committee must call a new election to be held within 14 term time days from the date of the result being overturned and must make the following decisions:
 - I. They must consider whether a candidate found to have breached the rules should be allowed to contest the new election. The Committee should examine whether democratic principles would best be served by the inclusion or exclusion of the candidate.

- II. If a candidate is excluded, nominations will be reopened and will follow the election process as outlined in article 11 and appendix B of IT Carlow Students' Union Constitution.
- c. Where a Candidate has been found to have breached the Election rules during an election campaign, the Committee should make a note of the breach – to be used as evidence in the event of an objection being raised to the eventual result – and secure an undertaking from a candidate that it won't be repeated.