

DCU STUDENTS' UNION, CONSTITUTION - UPDATED 19/20

Article 1: Establishment and Name

All previous Constitutions of Dublin City University 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 until their natural termination. This Constitution shall come into effect the moment a referendum adopting it has been passed by the membership is finalised.

1.1 There shall be a Students' Union at Dublin City University.

1.2 The name of that Union shall be Dublin City University Students' Union or Aontas na Mac Léinn, Ollscoil Chathair Baile Átha Cliath.

1.3 The Union shall be the sole representative body of its members in pursuance of its aims and objectives.

Article 2: Aims & Objectives

2.1 The primary objective of the Students' Union shall be the representation, promotion and defence of the fundamental educational, political, social, cultural and welfare rights of its members and furthermore:

2.1.1 To work as a democratic and transparent organisation.

2.1.2 To actively pursue the engagement and participation of the student body.

2.1.3 To actively pursue good relations with Clubs and Societies.

2.1.4 To actively pursue good relations within and with the local community.

2.1.5 To promote multilingual policy amongst the student body in DCU.

2.1.6 To promote an ethos of environmental sustainability within its operations.

2.1.7 To provide a recognised representative channel between its members and the University authorities, its subsidiaries, and representatives or organs of any other external body.

Article 3: Membership

3.1 Students' Union Membership

3.1.1 A person who is registered as a DCU Student or a person whose registration as a DCU Student is pending shall be a full member of the Students' Union.

3.1.2 Sabbatical Officers shall be full members of the Students' Union while serving their term of office.

3.2 Fundamental Rights of Union Membership

3.2.1 A Students' Union member is entitled to all the rights and freedoms as set out in this article regardless of race; colour; age; religion; ability; language; sexual orientation; gender identity; political or other opinion; nationality; ethnicity; socio-economic or other status; provided that in enjoying such rights, the rights of other individuals are not infringed.

3.2.2 A Students' Union member shall have the right to equal access to the facilities and services of the Union.

3.2.3 A Students' Union member shall have the right to freedom of opinion and expression.

3.2.4 A Students' Union member shall have the right to freedom of peaceful association.

3.2.5 A Students' Union member shall have the right to request the holding of a referendum in accordance with this constitution, vote in such referendum or run in Union elections and referenda.

3.2.6 A Students' Union member shall have the right to attend and participate at Class Representative Council.

Article 4: Governance

4.1 The governance of the Students' Union must be democratic and transparent.

4.2 The Executive Committee report to and are answerable to Class Representative Council.

4.3 The governance of the Students' Union will be managed on three hierarchical levels, in the following descending order:

4.3.1 Referendum

4.3.2 Class Representative Council

4.3.3 Executive

4.4 The Students' Unions operational procedures and policies may only be changed by Class Representative Council and may be proposed by both the Executive and Class Representative Council, pursuant to the provisions set forth within this constitution.

4.5 All Students' Union policies must be recorded by the Chairperson of Class Representative Council with the assistance of the Secretary of Class Representative Council, and any other member/s as may be required.

4.6 All policies passed by the Students' Union shall have a term of three years. All policies must be reviewed at the end of the three year period and shall expire if not renewed by Class Representative Council, save for policies passed by referendum.

4.7 Any amendments to the Constitution must be put to referendum.

4.8 Any structural, policy or operational change can only be altered by the same level or higher level of governance by which it was enacted previously.

4.9 Outside of the academic term where the Class Representative Council is not in session, the Students' Union President may decide, in consultation with members of the Executive, policy which must be ratified by Class Representative Council.

4.10 The final result of any and all referenda shall be recorded in schedule A.

4.11 All policy changes must be in compliance with the provisions of the Constitution.

Article 5: Class Representative Council

5.1 There will be a Class Representative Council which will propose and mandate the Students' Union policy.

5.2 A record of meeting minutes will be posted in a manner decided by the Class Representative Council within four academic days of each meeting.

5.3 The Class Representative Council has the power to propose and establish temporary Working Groups and define the terms of reference of such working groups. (Such as Constitutional Review Committee, etc.).

5.4 Membership of Class Representative Council

5.4.1 The Class Representative Council is comprised of members elected by each registered class or research group as ratified to and registered by the Students' Union.

5.4.2. The number of Class Representatives elected per class shall be in line with the number of students in their class. Any class with less than 75 students shall be entitled to two Class Representatives. Any class with more than 75 students shall be entitled to one extra Class Representative for every additional 75 students registered in the class.

5.4.4. The members of the Executive also comprise part of the membership of the Class Representative Council.

5.4.5 All registered students of DCU are members and shall have participatory non-voting status at Class Representative Council but may be requested to leave a meeting of the Class Representative Council by the Chairperson as the Chairperson deems appropriate.

5.4.6. The Class Representative Council may grant participatory non-voting status to any other person as it deems appropriate.

5.5 Election, Removal and Resignation of Class Representatives

5.5.1 All Class Representatives are elected by the members of their registered class or research group.

5.5.2 Class Representative Elections shall be held and overseen by the Vice-President for Academic Life, in conjunction with the Returning Officer.

5.5.3 Any Class Representative may be removed from office following a vote of no confidence in their position by their class. This vote will be overseen by the Vice President for Academic Life in conjunction with the Returning Officer. This vote must garner the support of, at minimum, 75% of those present and eligible to vote.

5.5.4 Any Class Representative may resign at any time by giving one days' notice to their class or group, the Chairperson of the Council, or the Vice President for Academic Life.

5.6 Duties of Class Representative

5.6.1 Class Representatives must be a registered student of the class in which they represent.

5.6.2 Class Representatives must endeavour to undergo training when organised by the Union.

5.6.3 Class Representatives must strive to represent the interests of all members of the class they represent and the student body.

5.6.4 Class Representatives must serve as a liaison between the Class Representative Council and their class.

5.6.5 Class Representatives must serve as a liaison between the Administrators of their course and their class.

5.6.7 A Class Representative who has been deemed resigned, or has been removed, may run for a vacant position of Class Representative in the same academic year.

5.6.8 The Class Representatives of each class or research group must endeavour to have open communication with their class.

5.6.9 A Class Representative must present to the Class Representative Council any issues that have been brought to their attention by their class or research group as soon as possible.

5.7 Meetings of Class Representative Council

5.7.1 The Class Representative Council must meet a minimum of four times a semester with at least four academic days' notice to Council Members. Such notice to be sent by email to each member's DCU email address.

5.7.2 Quorum of the Class Representative Council shall be 10% of voting members of Class Representative Council who are eligible to vote.

5.7.3 Meetings can be called by either the Class Representative Chairperson, the Students' Union President, a majority of Executive, by 10% of voting members of Class Representative Council or by way of petition of 1.5% Students' Union members.

5.7.4 When the Chairperson or Secretary cannot attend meetings of Class Representative Council, the Class Representative Council will elect, from those present and eligible to vote, a temporary Chairperson and or Secretary or if applicable, a Returning Officer (acting for that meeting).

5.7.5 When the position of Chair is vacant, meetings of the Class Representative Council shall be chaired by the Vice-President for Academic Life on an interim-basis, until the Class Representative Council elect a Chairperson.

5.7.6 Items to be included on the agenda of any meeting of the Class Representative Council must be sent to the Secretary of Class Representative Council at least three academic days prior to meeting.

5.7.7 The agenda must be circulated to Class Representative Council members at least one academic day prior to meeting.

5.7.8 An emergency meeting of Class Representative Council may be called, the purpose for which must be stated, and only that issue may be discussed at the meeting.meeting.

5.8 Class Representative Council Voting

5.8.1 Class Representatives shall be voting members of the Class Representative Council. Each member is entitled to one vote.

5.8.2 Members of the Executive shall be non-voting members of the Class Representative Council.

5.8.3 Decisions by Class Representative Council shall be ruled by simple majority of members present and voting, except in exceptional circumstances a super majority is needed eg financial

5.8.4 Voting shall be carried out under the provisions of standing orders of the Class Representative Council as outlined in Schedule D and in accordance with the Class Representative Voting Policy as outlined in Schedule B.

5.9 Officials of Class Representative Council

5.9.1 The Chairperson, Secretary and Returning Officer are the Officials of Class Representative Council.

5.9.2 The position of both Chairperson and Secretary can only be held by a Class Representative.

5.9.3 Elections for Officials of the following academic year shall take place at the Final Class Representative Council of the current academic year.

5.9.4 If Officials are not elected at the Final Council of the academic year, they must be elected at the First Council of the next term.

5.9.5 Upon election to the position of Class Representative Chairperson, the Chairperson automatically resigns voting rights as a Class Representative. A new Class Representative may be elected by that class or research group by way of replacement.

5.9.6 The position of Returning Officer shall be an external person who is not a current registered student in DCU or anyway affiliated to DCU Students' Union.

5.9.7 The position of Returning Officer will be selected through a recruitment process which will be conducted by the President and the Manager of the Office of Student Life. This position will then be ratified at the next Class Representative Council.

5.9.8 The Returning Officer, Chairperson and Secretary shall be deemed as resigned from their position upon notification to the Students' Union President. Resignations are reported to Class Representative Council members within 24 hours.

5.9.9 The positions Chairperson and Secretary will be replaced at the next meeting of the Class Representative Council by normal election procedure for the Class Representative Council

5.9.10 The position of Returning Officer will be filled at the earliest convenience with the secretary of the electoral committee, or their nominee, taking over the position in the interim.

5.10 The Class Representative Chairperson:

5.10.1 Shall be responsible for calling and chairing meetings of Class Representative Council.

5.10.2 Shall be responsible for the orderly conduct of all Class Representative Council meetings and ensure that they are carried out in a manner that is in accordance with the standing orders as outlined in Schedule D

5.10.3 Shall at all times perform their duties in a neutral and unbiased manner.

5.10.4 Sits on Executive as a non-voting member.

5.10.5 Shall ensure that the Executive addresses items mandated by Class Representative Council, and report to council on each item as necessary, required, or mandated.

5.11 The Class Representative Council Secretary:

5.11.1 Shall circulate notice of upcoming meetings to the members of Class Representative Council.

5.11.2 Shall be responsible for recording and publishing minutes of each and every meeting of the Class Representative Council.

5.12 The Returning Officer

5.12.1 The Returning Officer shall be responsible for overseeing all elections which may take place at Class Representative Council and chairs the Electoral and Referenda Committee.

5.12.1.1 When deemed necessary, the Returning Officer may appoint a member of the Electoral and Referenda Committee to act on their behalf which must be accepted by Class Representative Council. Class Representative Council may elect,

from those present and eligible to vote, an acting Returning Officer for that meeting, where and when necessary.

5.12.2 Shall provide advice when asked on the constitution and procedures to both the Students' Union President and Class Representative Council.

5.12.3 Shall set the date for elections and referenda, conscious of the academic calendar and in keeping with the spirit of full inclusivity of the membership, insofar as reasonably practical.

5.12.4 Shall accept the resignation of any member of the Executive and report such resignations to Class Representative Council members at the earliest opportunity where reasonable.

5.12.5 Shall oversee the conduct, administration, and execution of all elections and referenda pursuant to the provisions set forth within this constitution.

5.12.6 Shall present to Class Representative Council a report following each election or referendum, outlining the turnout, results and any issues encountered.

5.12.7 Shall at all times remain impartial and exercise their duties with due diligence in a fair, inclusive, unbiased, and just manner.

5.12.8 Shall work with or approach, internal and external organisations of the Students' Union and Dublin City University to engage the membership in the democratic process. The Returning Officer may not make representations on behalf of the Students' Union without prior authorisation from the Class Representative Council or the Students' Union President.

5.12.9 Shall present to Class Representative Council for approval, electoral and referenda regulations at the beginning of each semester, and subsequently ensure the dissemination of approved regulations to all those participating in elections or referenda.

5.13 Electoral and Referenda Committee

5.13.1 There shall be an Electoral and Referenda Committee which runs and oversees all Students' Union referenda and elections.

5.13.2 Membership of the Electoral and Referenda Committee is comprised of the Returning Officer and eight members of Class Representative Council elected by the Class Representative Council at the first Class Representative Council meeting.

5.13.3 The Electoral and Referenda Committee shall meet when a referendum or election has been mandated.

5.13.4 The Secretary and treasurer of this committee are elected at the first meeting of the Committee.

5.13.5 The Returning Officer shall chair the meeting of the Electoral Committee.

5.13.6 The Electoral and Referenda Committee shall report to Class Representative Council at the earliest possible time after an election or referendum.

15.13.7 The electoral committee will assist the returning officer with elections.

Article 6: Executive

6.1 There shall be an Executive elected by members of the Students' Union in the prior academic year.

6.2 The following persons comprise the Voting Members of the Executive: President, Vice-President for Academic Life, Vice-President for Welbeing, Vice-President for Community & Citizenship, Vice-President for Diversity & Inclusion, the Faculty Representatives, Post Graduate Officer, Societies Officer, Clubs Officer and Irish Language Officer / Oifigeach na Gaeilge.

6.3 Class Representative Council Chairperson will be a Non-Voting Members of the Executive.

6.4 The Executive must meet regularly each semester and the terms of reference of these meetings will be defined in the appropriate schedule.

6.5 Any non-Sabbatical member of the Executive may resign by giving a minimum of two weeks' notice in writing to the Returning Officer. Class Representative Council shall be informed at the next sitting. Where possible, with input from the President and the Returning officer, any resignation shall endeavour to take place in a manner and fashion so as to allow the running of an election to replace the incumbent.

6.5.1 Any Sabbatical member of the Executive may resign by giving a minimum of four weeks' notice in writing to the Returning Officer. Class Representative Council shall be informed immediately. Where possible, with input from the President and the Returning officer, any resignation shall endeavour to take place in a manner and fashion so as to allow the running of an election to replace the incumbent.

6.6 To remove any Sabbatical Officer of the Executive from their position, a motion of no confidence in that person must be passed by a meeting of Class Representative Council and must garner the support of, at minimum, 75% of those present and eligible to vote. This shall trigger a referendum to remove the person from that office.

6.6.1 To remove any Non Sabbatical Officer of the Executive from their position, excluding Faculty Representatives, a motion of no confidence in that person must be passed by a meeting of Class Representative Council and must garner the support of, at minimum, 75% of those present and eligible to vote.

6.6.2 To remove any Faculty Representative from their position a motion of no confidence in that person must be passed by a meeting of Class Representative Council, only the Class Representatives of the relevant faculty shall be eligible to vote, and any such motion must garner the support of, at minimum, 75% of those present and eligible to vote.

6.15 The term of office of the Executive shall be from the second week of June to the second week of June of the following year.

6.7 Incumbent members of the Executive must prepare, complete and present incoming Executive Officers with a comprehensive, factual, and concise handover which shall ensure that any issues or pertinent information is carried through from one Executive term to another.

Article 7: Sabbatical Officers

7.1 The posts of President, and Vice-President shall be full-time paid Sabbatical positions elected by general election each year for a one year term. Specific duties, responsibilities, and terms and conditions of sabbatical officers of employment are set out in the relevant schedule.

7.2 No member may serve as a sabbatical officer in the same position for more than two terms. Nor may they serve as a voting member of the Executive for more than three terms

7.3 The Sabbatical positions of Vice President shall be responsible and answerable to the President for to day to day operations only. All Sabbatical positions, including the President, are ultimately answerable to the membership. The President will appoint a Deputy President at the beginning of their term.

7.4 All sabbatical officers are expected to have an evenly distributed caseload for student appointments and drop-ins regardless of their specific remit. The principle of collective responsibility underpins all decisions of the sabbatical officers and the executive as a whole.

7.5 The responsibilities shared by the sabbatical officer team include:

7.5.1 being an effective representative and leader.

proactively communicating and consulting with members both formally and informally;

7.5.2 meeting with key staff and decision makers in the university and outside to articulate the interests of students and seek change to enhance the student experience;

7.5.3 taking a lead role in union campaigns, overall campaign directions, supporting activists and campaigners;

7.5.4 fulfilling democratic mandates;

- 7.5.5 promoting democracy and union governance;
- 7.5.6 promoting, encouraging, and celebrating equality and diversity;
- 7.5.7 encouraging environmental good practice and sustainability;
- 7.5.8 ensuring that the interests of all sites and campuses within the university are properly reflected in the decision-making of the students' union;
- 7.5.9 ensuring parity of support and services in the DCU community
- 7.5.10 responding to local, national and international matters relating to students as students;
- 7.5.11 responsibility for achievement of union-wide objectives;
- 7.5.12 responsibility for the implementation of campaigning and change strategy; liaison with OSL and DCU staff on matters affecting work related to specific portfolios.
- 7.5.13 Providing equal representation to all students across all campuses
- 7.5.13. Other responsibilities as outlined in the relevant schedule

7.6 Purpose of Roles

7.6.1 The purpose of each sabbatical officer is outlined below which is supplemented by the specific duties and responsibilities of the officers in the relevant schedule.

President

To provide overall representation and to lead the strategic development of the Union

- The President is responsible for taking the lead role in the representation of student views and interests to the University, locally and nationally. They will also take a lead role in representing and promoting DCUSU and Dublin City University students within the student movement, and other key partnership organisations. Regarding the strategic direction of the Union, the President will consult with members to inform future union strategy and to be the primary point of communication with the membership. They will ensure accurate and equal representation of students by the sabbatical team across all campuses. In addition to their representative role, the President shall serve on the Board of the Student Finance Committee t/a Office of Student Life.

Vice President for Academic Life

To provide leadership and representation on educational matters

- The Vice President for Academic Life will act as the primary representative for academic affairs, taking into consideration work-based learning, including placement and erasmus. They will also campaign on educational matters and engage with external education agencies on areas of policy development and implementation. The VP for Academic Life will support and promote student employability and skills development. They will be responsible for the continued development of the student representative system, and work with the appropriate bodies to this end whilst coordinating feedback via Faculty Representatives and Class Representatives.

Vice President for Wellbeing

To provide leadership and representation on issues relating to the health and wellbeing of students

- The Vice President for Wellbeing will promote the positive physical, mental, and sexual health of students. In addition to this, they will provide awareness campaigns promoting all aspects of student wellbeing in partnership with the University and external agencies as deemed necessary. They will represent all students at relevant University meetings and to external representative bodies, with a focus on promoting the wellbeing of the student body. Furthermore, they will promote an ethos and culture of positive health and wellbeing for the DCU community.

Vice President for Diversity and Inclusion

To provide leadership and promote the values of diversity and equality of opportunity

- The Vice President for Diversity and Inclusion will be the main representative for diversity and inclusion within the University and local community. This would include providing representation for all non-traditional students, including but not limited to: access students, mature students, HEAR/DARE students, parents, commuter students, international students, post-graduate students and part-time learners. In addition, they would be responsible for campaigning and creating awareness for particular student groups, which include but are not limited to the following: LGBT+, Human Rights, Direct Provision, Women, Ethnic Minorities, Disabled students, Students of all Faith Groups. A particular focus of their work would be placed on ensuring the Union caters for all disadvantaged and/or marginalised students.

Vice President for Community and Citizenship

To provide leadership on active citizenship and to represent students in the community

- The Vice President for Community and Citizenship will be the main representative for students regarding co-curricular and extracurricular activities. They will promote leadership, volunteering, and development opportunities on campus and in the wider community. They will be responsible for matters relating to students as local residents, including housing, the environment, sustainability, transport and road safety, local council and citizenship. They will also develop positive community relations and promote students within their communities, and maintain strong links with community partners, to take the lead role in representing students on community fora and other community groups. Furthermore, they will encourage greater involvement of students in Union activities.

Article 8: Non Sabbatical Officers

8.1 Faculty Representatives

8.1.1 There shall be one Executive member elected per faculty of the University known as the Faculty Representative.

8.1.2 The Faculty Representative has the following responsibilities:

8.1.2.1 Shall be responsible for aiding and co-ordinating Students' Union activities, promotion and policy implementation within their faculty.

8.1.2.2 Shall assist and participate fully in the training and development of Class Representatives within their faculty.

8.1.2.3 Shall work with Sabbatical Officers to ensure their faculty members are represented in Students' Union policies and campaigns.

8.1.2.4 Shall represent students on their relevant faculty committees and University bodies in the pursuance of the Students' Union aims and objectives and implementation of policies.

8.2 Postgraduate Officer

8.2.1 There shall be an Executive member elected, who is responsible for the representation of Postgraduate students across all faculties within the Students' Union known as the Postgraduate Officer.

8.2.2 The Postgraduate Officer has the following responsibilities:

8.2.3 Shall work with Sabbatical Officers to ensure Postgraduate students are represented in Students' Union policies and campaigns.

8.2.4 Shall represent Post Graduate students on relevant University bodies in the pursuance of the Students' Union's aims and objectives and implementation of policies.

8.3 Clubs Officer

8.3.1 There shall be an Executive member elected, who is responsible for the representation of the Students' Union on relevant Club Committees, known as the Clubs Officer

8.3.2 The Clubs Officer shall promote and implement Students' Union policy with regard to extra-curricular activities.

8.3.3 The Clubs Officer shall co-ordinate activities between the Students' Union and Clubs.

8.4 Societies Officer

8.4.1 There shall be an Executive member elected, who is responsible for the representation of the Students' Union on relevant Society committees, known as the Societies Officer.

8.4.2 The Societies Officer shall promote and implement Students' Union policy with regard to extra-curricular activities.

8.4.3 The Societies Officer shall co-ordinate activities between the Students' Union and societies.

8.6 Irish Language Officer / Oifigeach na Gaeilge

8.6.1 There shall be an Executive member elected, who is responsible for the representation of the Irish language within the Students' Union known as The Irish officer.

8.6.2 The Irish Language Officer / Oifigeach na Gaeilge has the following responsibilities:

8.6.2.1 The Irish Language Officer / Oifigeach na Gaeilge shall engage the membership on Irish language issues.

8.6.2.2 The Irish Language Officer / Oifigeach na Gaeilge shall promote and implement Students' Union policy with regard to the Irish language.

8.6.2.3 The Irish Language Officer / Oifigeach na Gaeilge shall receive support from the Students' Union Executive.

8.6.2.4 The Irish Language Officer / Oifigeach na Gaeilge shall sit on relevant university and Students' Union committees in pursuance of their duties.

Article 9: Referenda and Elections

9.1 Referenda

9.1.1. A referendum on any issue may be called at the request of any of the following: Students' Union Executive through Class Representative Council, Class Representative Council or 2.5% of Students' Union members by way of a petition submitted to either the Students' Union President or the Chair of Class Representative Council.

9.1.2. The proposer of a referendum shall set out the wording of the motion, which may be amended by a decision of Class Representative Council so long as the original spirit and intention of the motion is not altered and there is agreement by the proposer.

9.1.3. For the results of a referendum to be valid at least 10% of Students' Union members must cast valid votes.

9.1.4. Legal advice should be sought where deemed necessary by Class Representative Council on proposed amendments to the constitution.

9.1.5. A referendum shall be held not less than two academic weeks from being called.

9.1.6. The Electoral & Referenda Committee shall, with the assistance of the Vice-President for Academic Life along with any others deemed necessary by the Electoral and Referenda Committee, be responsible for the publication of any proposed Constitutional changes and the promotion of each referendum.

9.1.7. Only one referendum can be held on a particular topic in a semester.

9.1.8. The details of all referenda held, including the year held, the topic of the referendum, the number of valid votes cast and whether or not the referendum was carried shall be recorded in Schedule A.

9.1.9. Where the Students' Union Executive takes a stance, other than a neutral stance, on a referendum, the Students' Union will fund an equal amount to those who wish to run a contrary campaign as set out in Schedule E

9.1.10. All referenda shall be carried out under Students' Union referenda regulations.

9.1.11. The general announcement of a referendum result must be made to all Students' Union members within two academic days after the result is validated.

9.2. Elections

9.2.1. Election Procedures

9.2.1.1 All general elections shall be by secret ballot and shall use the alternative voting system (PR-STV).

9.2.1.2 General Elections shall only be valid should 10% or more, of the total Students' Union membership cast valid votes in at least one elected position.

9.2.1.3. The election for positions to the Students' Union Executive shall be held before the end of the tenth week of the second semester. The elections shall formally be called by the Returning Officer of the Students' Union pursuant to the provisions set forth within this constitution.

9.2.1.4 All positions will be elected by the general student body with the exception of the faculty representatives which will be elected by students in their respective faculty.

9.2.1.5 The announcement of election results must be made to all Students' Union members within two academic days after the election result is validated.

9.3 Election Nominations

9.3.1. The nomination period for all Students' Union general elections shall be at least one academic week.

9.3.2. Should there be no nominations for a position on the Students' Union Executive at the close of nominations the Returning Officer shall reopen nominations for an additional two academic days.

9.3.3. Should there be no nominations/reopen nominations for a Students' Union Executive position then a bi-election for the position shall take place as soon as is practical.

9.3.4. All elections, shall include a Reopen Nominations option.

9.3.5. Appeals with regard to the conduct of elections must be submitted to the Electoral Committee within twenty four hours of the close of polls.

9.3.6. Appeals with regard to the results of the elections must be submitted to the Electoral Committee within twenty-four hours of the announcement of results

9.3.7. A candidate for a Students' Union Executive position which requires a ballot of the general student body shall require nominated support of the student body as stipulated in Schedule E.

9.3.8. A member may only stand for one position on the Students' Union Executive in any given election.

9.3.9. Candidates running for the position of Faculty Representative must be a member of that faculty both in the current year and in the year they serve their term.

9.4. Election and Referendum Regulations

9.4.1. Subject to this Constitution, and Class Representative Council's approval, the Electoral and Referenda Committee shall define its own policies and regulations in an Election and Referenda Regulations document which shall be attached as a schedule.

9.4.2. Electoral spending limits shall be set, subject to Class Representative Council approval, by the Electoral and Referenda Committee, and revised for each electoral cycle as per the relevant schedule.

9.4.3. All election spending shall be accounted for by providing receipts to the Returning Officer or the elected Electoral and Referenda Committee Treasurer.

9.5. General Election, Election & Referendum Polling

9.5.1. Electoral and Referenda polling should be conducted online where possible and in paper in exceptional circumstances.

9.5.2. Polling stations should be set up across all active campuses to allow students to cast their vote.

9.5.3. When online/electronic polling is not being used, Voting polling shall be possible at a minimum of three locations for a minimum of ten hours per day of polling.

9.5.4. No canvassing shall take place on polling days within a 10-metre radius of any official SU polling station.

9.5.5. The number of voting days shall be decided by the Returning Officer with the approval of Class Representative Council, with a minimum of two days of voting.

9.5.6. In the case of paper balloting, only a Dublin City University I.D. Card or a letter from the Registry confirming student status shall be accepted as authentication of a student's I.D. number.

9.6. Ballot Counting (for paper ballots)

9.6.1. The counting procedure, as overseen by the Electoral Committee, shall be in accordance with the approved Election and Referenda Regulations as set forth to Class Representative Council by the Electoral Committee.

9.6.2. Candidates may request a recount of votes within twenty-four hours of the announcement of results.

9.6.3. Any recount shall take place within one academic day from receipt of the request for a recount, and ballots shall be held securely until such time as the recount begins.

9.6.4. In the event of a paper ballot campaign managers or candidates may request to examine spoiled ballot papers in the presence of the Returning Officer.

9.6.5. The examination of spoiled ballots shall take place alongside a recount.

9.6.6. Notice of results and details of the counts shall be posted within two academic days of the end of the counts.

Article 10: Management of Finance, Property and Employment

10.1 The Budget

10.1.1 The outgoing Students' Union Executive shall work with the incoming Sabbatical Officers and the Manager of Student Life to agree a provisional Budget for the following Students' Union year based on:

10.1.1.1 Spending allocations for the current and previous terms of office, audited sets of Students' Union accounts, estimated expenditure for the following Students' Union year, and the strategic goals of the Students' Union.

10.1.2 The Budget shall be submitted to Class Representative Council at its first meeting of the year for approval or rejection, but not modification.

10.1.3 Should Class Representative Council reject the Budget, the Students' Union Executive shall modify the Budget and re-present the Budget to Class Representative Council at its next meeting.

10.1.4 No decision of Students' Union Executive or Class Representative Council, which requires expenditure of Students' Union finances, shall be implemented unless there remain sufficient funds, or Class Representative Council has approved borrowings to secure that expenditure in the future.

10.1.5 The Students' Union shall maintain a reserve fund equal to, and not exceeding, 5% of its total capitation income per annum in order to meet unforeseen contingencies. Reports on this fund must be presented, in detail, to Class Representative Council alongside the Budget.

10.1.6 The Students' Union is not permitted to invest in any financial product or service which has risk associated with invested funds.

10.1.7 Class Representative Council alone shall have the power to authorise borrowing by the Students' Union. The super majority vote by Class Representative Council is required to authorise borrowing.

10.1.8 Borrowings may not exceed the amount received by the Students' Union in membership fees in the previous academic year unless the monies borrowed are to be repaid by the membership by way of a levy already approved by referendum.

10.1.9 The Students' Union may not guarantee the borrowings of or loan money to, any other person, group or organisation. The Students' Union may however establish and operate non-profit financial aid schemes solely for the benefit of its membership subject to approval by Class Representative Council.

10.2 Financial Oversight

10.2.1 The financial year of the Students' Union shall run concurrently with the term of office of the Students' Union Executive.

10.2.2 The Students' Union Executive shall be responsible for the day-to-day allocation of all Students' Union funds, subject to the other provisions laid down in this Constitution.

10.2.3 All cheques shall be signed by the Manager of the Office of Student Life and by one Sabbatical Officer.

10.2.4 The Manager of the Office of Student Life, on behalf of the Students' Union Executive, shall take reasonable steps to protect and conserve the property of the Students' Union.

10.2.5 The Manager of the Office of Student Life, with the agreement of the Students' Union Executive, shall appoint qualified external auditors for the purpose of verifying the accounts of the Students' Union. The audited accounts shall be made available to members of the Students' Union as soon as they are finalised and copies shall be made available to the membership of the Students' Union at the earliest possible opportunity.

10.2.6 Members of the Students' Union Executive, the Class Representative Council and full time Students' Union staff are entitled to an indemnity out of the property of the Students' Union for any expenses and other liabilities incurred by them in the proper discharge of their duties, providing that nothing in this clause shall affect their liability in the case where they have been negligent in the discharge of those duties.

10.2.7 The Students' Union President and the Manager of the Office of Student Life shall sign contracts on behalf of the Students' Union in pursuance of the Students' Union's aims and objectives.

10.3 Employment

10.3.1 The Students' Union President, on behalf of the Students' Union, shall employ all staff of the Students' Union in-line with current employment legislation.

10.3.2 The Students' Union Executive shall seek relevant expertise, as and when deemed necessary, and work with the Manager of the Office of Student Life to ensure that the employment of staff is absolutely warranted.

Article 11: Interpretation

11.1 It shall be the role of the Students' Union President to interpret the Constitution on a day-to-day basis.

11.2 Students' Union Presidential Constitutional interpretations must be approved by Class Representative Council by means of a qualified majority vote.

11.2.1 If an interpretation is taken by the President that is not approved by CRC, class reps can challenge this by submitting a motion of this nature. If the motion carries all and any actions taken by the Presidents interpretation must be revoked.

Article 12: Affiliations

12.1 Should the Students' Union wish to affiliate to a body, which directly or indirectly levies a membership fee on members of the Students' Union or other such substantial fees, the decision to affiliate shall be taken only by referendum.

12.2 Class Representative Council may approve by a qualified super majority for the maximum period of two years membership of organisations that do not require an affiliation fee, which shall aid the Students' Union in pursuance of its objectives.

12.3 Should the Students' Union become a member of any other organisations, the full title of the relevant body, the date of affiliation, details of any affiliation fees, and the motion for affiliation with voting details shall be included in Schedule F.

Article 13: Records, Information and Transparency

13.1 Records and Information

13.1.1 The Students' Union shall ensure that it is compliant with legislation relevant to the holding of data and information, and that data and information is held with appropriate security.

13.1.2 The Students' Union shall not make available material which includes information on personal cases, disciplinary proceedings, legal proceedings, confidential commercial issues, staff issues and other potentially sensitive materials.

13.1.3 Material held by the Students' Union shall not be made available to third parties through any channel if doing so would be in breach of legislation governing the holding of data and information.

13.1.4 Information gained confidentially shall not be passed on to any third parties.

13.2 Transparency

13.2.1 The Students' Union shall be committed to the principles of accessible, transparent and

fair governance.

13.2.2 It is an aim of the Students' Union that its Sabbatical Officers maintain an open door policy, wherever possible.