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Bunreacht Aontas na Mac Léinn Coláiste Náisiúnta na hÉireann

The Constitution of the National College of Ireland Students' Union

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Articles of the Constitution

Article 1 – Title

The name of the organisation shall be the National College of Ireland Students' Union (NCISU) hereinafter referred to as the "Union". The name of the Union in the Irish language shall be Aontas na Mac Léinn Coláiste Náisiúnta na hÉireann.

Article 2 – Mission Statement

The **Mission** of the Union shall be to represent all students and be the sole representative organisation for students of the National College of Ireland (hereinafter referred to as the "College"), to uphold educational rights, safeguard their welfare and provide social experiences to its members.

Article 3 - Aims and Objectives

3.1 To act as the recognised representative body and the means of communications between the members of the Union, the college and any other organisations.

3.2 To advise, uphold and advance the educational rights of its members.

3.3 To safeguard and support the wellbeing of its members and to provide advice on matters affecting their welfare.

3.4 To administer and maintain the Class Representative System.

3.5 To be the provider of Clubs and Societies within the College.

3.6 To organise social activities and provide services for the benefit of its members.

3.7 To ensure that no member encounters any form of discrimination or prejudice.

3.8 To promote equality, diversity and inclusion amongst its members and throughout the wider society.

3.9 The Union shall practice the above aims independent of political parties, religious organisations, lobbying groups and in accordance with the law.

Article 4 – Membership

4.1 All registered students of the College shall be members of the Union with equal right to vote and run for elected positions subject to the term of this Constitution.

4.2 Current full time officers of the Union shall be recognised as being members of the Union.

4.3 The Class Rep Council may award to such persons and organisations as deemed fit, honorary membership of the Union. Honorary membership shall confer no rights, privileges or obligations on an honorary member or on the Union.

Article 5 – Structure of the Union

5.1 Class-Representative System

5.1.1 Every class in the College shall have at least one Class-Representative elected by that class in accordance with the terms of this Constitution and completed by the first Class-Representative Council.

5.1.2 The Electoral Commission shall decide the procedure for the election of Class-Representatives and may allocate more than one Class-Representative for a class to ensure equitable representation subject to the Elections Manual.

5.1.3 The Class-Representative(s) shall act as the official representative of that class and is responsible for providing regular feedback between their classmates and the Students' Union.

5.2 Class-Representative Council

5.2.1 The highest decision and policy making body of the Union shall be known as the Class Representative Council (the Council).

5.2.2 Subject to the provisions of this Constitution, Union policy on any matter shall be determined by the Council upon a simple majority of those members of the Council present at a validly called and quorate Council meeting. Union policy shall include mandates for elected officers and any Union delegations.

5.2.3 The Council shall be made up of:

- a. President
- b. Vice President
- c. Clubs and Societies Officer
- d. Entertainments Officer
- e. Communications Officer
- f. Class Representatives elected by members of the Union from their individual classes.

5.2.4 The Council shall meet a minimum of four times per year, with at least two meetings per semester.

5.2.5 Meetings of the Council will be chaired by an Independent Chairperson who shall not have been a member of the Union or staff member of the College or Union for a period of at least four academic years preceding their nomination. They shall serve for a three-year term and be eligible to be appointed for a second three-year term.

5.2.6 The Independent Chairperson of the Council shall be appointed by the Council upon recommendation of the Executive. The Independent Chairperson shall act in an independent capacity and shall abide by the terms of this Constitution.

5.2.7 The Independent Chairperson may be removed from their position, by way of a motion before the Council, which gains the support of not less than two-thirds of the total membership of the Council. Any such motion shall require at least two weeks-notice and that part of the Council meeting shall be chaired by the Chairperson of the Electoral Commission.

5.2.8 The Council shall elect from one of its number other than an elected officer no later than at its second meeting a Deputy Chairperson. The Deputy Chairperson shall act if the Chairperson is temporarily incapacitated and shall not receive any remuneration. The Deputy Chairperson shall act in an independent capacity when in that role.

5.2.9 The Council shall have a Secretary who shall be the Administrator of the Union. They shall act as a non-voting member and be responsible for the organisation of the meetings, liaising with the Independent Chairperson and President, and any other duties as may be decided from time-to-time by the Council.

5.2.10 All official minutes, agendas, reports, policies and mandates of the Council shall be published on the Union's website, save where a motion to defer publication for a stated period of time has been given assent by two-thirds of the members present.

5.2.11 The Council shall not enact any policy which is in any respect repugnant to this Constitution or which is unlawful.

5.2.12 Only elected officers can be mandated, and no other member or staff member of the Union can be mandated. Other committees established under this Constitution can neither be mandated but Council may direct the President as a member of those committees.

5.2.13 Quorum shall consist of twenty-five percent plus one of those entitled to attend and vote, excluding the elected officers.

5.2.14 Decisions made by Union Council shall require:

- a. A simple majority at an ordinary meeting of the Council.
- b. A two-thirds majority at an emergency meeting of the Council.
- c. In the event of a tied vote, the Independent Chairperson or presiding Deputy Chairperson shall have, and may exercise, a casting vote..

5.2.15 Union Council may establish subcommittees as it deems necessary to conduct its business.

5.2.16 Policy adopted by the Council shall only be valid for a period of three years following its adoption, after which it shall automatically fall. At the first Council meeting of the year, the Secretary to the Council shall present a list of policies and motions that are due to fall in that academic year and keep Council updated in this regard.

5.2.17 Any mandate adopted by the Council shall only be valid for a period of two years following its adoption. Once the Council has deemed this mandate as complete, it shall expire. If the mandate has not been completed within this period, it shall automatically be presented before the Council for review.

5.2.18 All members of the Union are welcome to attend a Council meeting, but Council may decide to hold a private sitting, with the approval of half plus one of the members present.

5.2.19 The Independent Chairperson of the Council shall cause to have made a seal of the Union which shall be affixed to all required Union documents, including warrants of appointment, certification of impeachment and other technical communications and which shall be held in the office of the President. The Council, having taken legal advice, shall determine the documents to which the seal shall be affixed.

5.2.20 Where it is not possible or practicable to convene a meeting of the Council, the Executive shall exercise limited powers and functions, on an interim basis. Where such powers or functions are exercised, the Executive, through the President, shall be accountable to the Council.

5.2.21 The Executive shall have the right to defer the implementation of any decisions made by the Council, where they believe in their absolute discretion, that the decision is contrary to the Constitution or Union policy. The President will refer any such decision in writing within 24 hours of it being made, to the Chairperson to the Council, who shall place the matter for priority discussion at the next scheduled meeting of the Council.

5.2.22 The term of office of the Council shall be from the date of the first meeting of the academic year to the 30th of June of the following year.

5.3 The Executive

5.3.1 Subject to this Constitution, the Executive shall be responsible for the day to day running of the Union in addition to each officer's own portfolio.

5.3.2 The membership of the Executive shall consist of:

- a. President
- b. Vice President
- c. Clubs and Societies Officer
- d. Entertainments Officer
- e. Communications Officer

5.3.3 The Executive shall meet at least every fortnightly. Additional meetings of the Executive can be called by any member with the consent of the President.

5.3.4 The meetings of the Executive shall be chaired by the President. In the absence of the President, the meeting shall be chaired by the Vice President.

5.3.5 The Executive shall have a Secretary who shall be the Administrator of the Union. They shall act as a non-voting member and be responsible for the organisation of the meetings and any other duties as may be decided from time-to-time by the Executive..

5.3.6 At least five days' notice shall be given for normal meetings of the Executive.

5.3.7 At least two days' notice shall be given for emergency meetings of the Executive.

5.3.8 Quorum shall consist of 50% + 1 of those entitled to attend and vote.

5.3.9 Apologies should be directed to the President, or if the President is to be absent, the President's apologies shall be directed to the Vice President.

5.3.10 Any member who misses more than two consecutive meetings or any four meetings in a single semester, the President (or the Chairperson of Council in respect of the President) shall investigate the matter and follow the procedure for the regulation of elected roles under [Schedule 5](#).

Article 6 – Officers of the Union

6.1 The Elected Officers of the Union are as follows:

6.1.1 Sabbatical Officers:

- a. President
- b. Vice President

6.1.2 Part-Time Officers:

- a. Clubs and Societies Officer
- b. Entertainments Officer
- c. Communications Officer

6.2 President

6.2.1 The President shall exercise and perform the powers and functions conferred on the President by this Constitution and any additional functions, duties or responsibilities conferred by the Council.

6.2.2 The President shall be the chief spokesperson for the Union, representing all students of the College, and shall be, ex officio, a member of the College's Governing Body and Academic Council.

6.2.3 The President shall have the right of attendance and address at all meetings established within the terms of this Constitution.

6.2.4 The President shall be the principal delegate and spokesperson to the National Council and Annual Congress of the Union of Students in Ireland.

6.2.5 In the event of the absence or temporary incapacity of the President, the duties of the President shall be delegated to the Vice President.

6.3 Vice President

6.3.1 The Vice President shall exercise and perform the powers and functions conferred on the Vice President by this Constitution and any additional functions, duties or responsibilities conferred by the President or Council.

6.3.2 The Vice President shall have the right of attendance and address at all meetings established within the terms of this Constitution unless the President or the meeting reasonably determines that the presence of the Vice President is not necessary or affects the effective running of the meeting.

6.3.3 The Vice President shall be a delegate to the Annual Congress of the Union of Students in Ireland.

6.3.4 In the event of the absence or temporary incapacity of the Vice President, the President may take on the duties or delegate responsibilities, as appropriate, amongst the Part-time Officers.

6.4 Part-Time Officers

6.4.1 The Part-time Officers shall exercise and perform the powers and functions conferred on them by this Constitution and any additional functions, duties or responsibilities conferred by the President or Council.

6.4.2 In the event of the absence or temporary incapacity of a Part-time Officer, the President may take on the duties or delegate responsibilities, as appropriate, amongst the Vice President or other Part-time Officers.

6.5 Elected Officers

6.5.1 The Part-time Officers shall be part-time positions and remunerated at a rate determined by the Governance Committee on an annual basis.

6.5.2 The Sabbatical Officers shall be full-time positions and with a salary at a rate determined by the Governance Committee on an annual basis.

6.5.3 All elected officers are answerable to the President and Council, and will be required to enter into a contract of employment with the Students' Union. Such a contract of employment will contain such other provisions defining the duties of the elected officer as set out in this Constitution.

6.5.4 No elected officer shall be entitled to act as a committee member of any club or society.

6.5.5 The term of office for the officers above shall be 1st July to 30th June of the following year.

6.5.6 No individual shall serve for more than two terms in any one part-time position or three terms as a Part-time Officer.

6.5.7 No individual may serve for more than two terms in any one position or three terms as a Sabbatical Officer.

Article 7 – Governance Committee

7.1 The Union shall establish a Governance Committee (the Committee) which shall be responsible for overseeing the financial, commercial, human resources and corporate governance matters of the Union all in accordance with the law.

7.2 The role of the Committee shall be to:

- a. Approve the annual Students' Union budget;
- b. Review the budget once a semester;
- c. Receive and examine the Union annual accounts and submit the accounts to the Council;

- d. Appoint the Union's auditors where necessary
- e. Approve the policies, procedures and operating processes for the effective running of the Union;
- f. Determine the administrative terms and conditions of officers' tenure including such matters as remuneration, annual leave and expenses;
- g. Oversee the employment and management of staff of the Union;
- h. Oversee the general financial, governance and development of the Union.

7.3 The Committee shall meet as often as it considers appropriate but at least four times per financial year.

7.4 The Committee shall conduct its business in accordance with [Schedule 2](#) and may create any other subcommittees it deems necessary.

7.5 The President shall ultimately be responsible for the finances of the Union and shall report to both the Committee and Council in its negotiations on funding with the College.

7.6 The Union shall be entitled to employ a Union Administrative Officer and any other staff deemed necessary to support the Union and provide services to its members under the direction of the Committee.

7.7 Any person holding an elected position or employed in the Union shall not use that position otherwise than bona fide in the best interests of the Union and not for personal financial or commercial gain.

7.8 All revenues, from whatever source arising, and assets and liabilities of the Union are owned by the members and the authority to bind the Union into any contract, borrow, loan or sell for the purposes of the Union shall be vested in the Committee, upon whose authority and instruction the President may execute documents or agreements.

7.9 The Committee shall not engage in the day-to-day management or political activities of the Union. This includes, awareness campaigns, protests/demonstrations, local and national lobbying efforts and mandates passed by the Council.

7.10 The membership of the Committee shall be as follows:

- a. An Independent Chairperson;
- b. President, ex-officio;
- c. Vice President, ex-officio;
- d. Two students elected by the Council

7.11 The Committee shall have a Secretary who shall be the Administrator of the Union. They shall act as a non-voting member and be responsible for the organisation of the meetings and any other duties as may be decided from time-to-time by the Committee.

7.12 The Independent Chairperson of the Governance Committee shall not have been a member of the Union or staff member of the College or Union in the previous four academic years.

7.13 The Independent Chairperson of the Committee shall be appointed by the Council upon recommendation of the Executive. They shall serve a three-year term and may be re-appointed for another three-year term.

7.14 The two students may be any registered student in the College elected by the Council at their last meeting of the year in accordance with procedures set by the Electoral Commission.

7.15 The student members shall be appointed for a one year term and can be re-appointed for a maximum of two further one-year terms.

Article 8 – Electoral Commission

8.1 The Union shall establish an Electoral Commission (the Commission) which shall regulate the operation of all elections, plebiscites, referenda, confirmation ballots or other ballots and advise on [Schedule 3](#) relating to elections. The Elections Manual shall be reviewed each year and approved by the Council.

8.2 The Council shall appoint an Independent Chairperson of the Electoral Commission who shall not have been a member of the Union, staff member of the College or Union for a period of at least four academic years preceding their nomination. They shall be appointed at the last Council meeting of each year and serve until the last Council meeting of the year. The Chairperson of the Electoral Commission shall act as Chief Returning Officer and determine matters of procedure for the Commission in accordance with this Constitution.

8.3 The membership of the Commission shall be as follows:

- a. An Independent Chairperson;
- b. President, ex-officio;
- c. Two students elected by the Council

8.4 The two students shall be any registered students of the college elected by the Council to be members of the Commission. They shall do so for a one-year term and can be re-appointed for a maximum of two further one-year terms.

8.5 Any student seeking election to any Sabbatical or Part-Time Officer position in the Union who is a member of the Commission shall be deemed to have vacated their membership of the Commission upon submission of their nomination. In the event that the President vacates membership of the Commission, another elected officer shall be nominated by the Executive. The President shall immediately be re-instated as a member after the election.

8.6 Other casual vacancies in the Commission may be filled by nomination from Council. Where any vacancies must be filled outside of the term of the Council, members may be nominated to the Commission by the Executive, subject to the approval of the Council at its earliest meeting after the co-option.

8.7 The Commission shall have a Secretary who shall be the Administrator of the Union. They shall act as a non-voting member and be responsible for the organisation of the meetings and any other duties as may be decided from time-to-time by the Commission.

8.8 Voting in Union Elections shall be by way of a secret ballot by means of the single transferable vote, with the exception of Class-Representatives, which shall operate in a manner as decided by the Commission. The decision of the Commission on matters relating to elections shall be final.

Article 9 – External Relations

9.1 The power of the Union in connection with its external relations shall, in accordance with this Constitution, be exercised by and on the authority of the President.

9.2 The Union may affiliate to, or disaffiliate with any national organisations through referendum, whose aims and objectives are not repugnant to those of the Union.

9.3 The Union shall be a member organisation of the Union of Students in Ireland. The President shall report to the Council and the Executive on the interaction between the Union of Students in Ireland and the Union, on a regular basis as agreed by the Council.

9.4 All Union delegates to the Annual Congress of the Union of Students in Ireland shall be selected to attend by the Executive, and they shall have the authority on behalf of the Union to vote at the Annual Congress and for candidates seeking to be elected as Sabbatical Officers of the Union of Students in Ireland.

9.5 No policy of an external organisation, even where the Union is a member, shall be part of the policy of the Union, save as may be determined by the Council in accordance with law.

Article 10 - Interpretation and Amendment

10.1 The Official Copy of the Constitution shall be kept by the President, and other copies made accessible to the members.

10.2 Where a conflict occurs between a Schedule and an Article of the Constitution, the Articles of the Constitution shall take precedence.

10.3 The interpreter of the Constitution shall be the Independent Chairperson of the Council.

10.4 Subject to this Constitution and to the extent to which they are not inconsistent therewith, the policies and mandates of the National College of Ireland Students' Union immediately prior to the date of the coming into operation of this Constitution shall continue to be of full force and effect until the same or any of them shall have been repealed or amended by the Council or shall have been deemed to have lapsed.

10.5 The Articles of the Constitution may only be amended by a referendum called in accordance with this Constitution.

10.6 A request to call for a referendum on any issue may only be brought to the Council by any of the following:

- a. The President;
- b. The Executive;
- c. Class-Representative Council;
- d. 10% or more of the membership of the Union.

10.7 The request to call a referendum shall be presented by way of a motion to the Chairperson of the Council, who shall seek legal advice to consider implications of the proposed amendments and report to the Council.

10.8 The Council, having considered the proposed amendments, shall decide whether the proposed amendments shall be progressed to referendum by way of a vote, where it must receive the support of 50% plus one of the total membership of the Council.

10.9 The Chairperson of the Council shall forward the duly passed motion to the Commission to be submitted to referendum for the decision of the membership.

10.10 A referendum shall take place, where possible, no later than one calendar month from the decision of the Council to amend the Constitution.

10.11 The Commission shall have a statement of information on the substance of the proposed amendments to be widely published. This statement of information shall not advocate that members cast their vote in a particular manner.

10.12 Every motion, which is submitted by referendum to a decision of the membership shall be held to have been approved by the members, if upon having been submitted, a majority of the votes cast at the referendum shall have been cast in favour of the proposal, providing that the voter turnout is not less than 10% of the total membership of the Union.

10.13 Any changes to the Schedules of the Constitution may be done at a quorate meeting of the Council.

10.14 The request to amend the schedules of the Constitution shall be presented by way of a motion to the Chairperson of the Council, who shall seek legal advice to consider implications of the proposed amendments and report to the Council.

10.15 The Class Rep Council, having considered the proposed amendments, shall decide as to whether the Schedule should be added to, amended or repealed by way of a vote, where it must receive the support of 50% plus one of the total membership of the Council.

10.16 The adopted Schedule will then be brought to the attention of the members in a manner deemed appropriate by the Electoral Commission.

10.17 Where 10% of the membership objecting in writing to the Chairperson of the Council to the amendment within 28 days it will then be put to the membership by way of referendum.

Schedules of the Constitution

Schedule 1 – Standing Orders of Union Meetings

Introduction

1.1 These Standing Orders are adopted to set out the approach that the Union aspires to in planning for and conducting all its meetings. The spirit – and as far as is possible, the letter of these Standing Orders, will inform the procedures to be adopted before, during and after all meetings, except for meetings of the Council, which must comply with the totality of these Standing Orders, and the Governance Committee with [Schedule 2](#).

1.2 These Standing Orders are also binding on the meetings of the Executive except where some specific modifications may be made by the Executive, from time to time, given the frequency of its meetings and the number of its members.

1.3 At its first meeting, the Council shall agree its schedule of meetings. Meetings shall not be postponed unless it is known in advance that any specific meeting will be inquorate and therefore will be unable to conduct any business. These schedules will be circulated to members and published online.

Notice of Meetings and Agenda

2.1 The Chairperson, following consultation with the members, may require the convening of an additional unscheduled meeting.

2.2 An unscheduled/short notice meeting may, at any reasonable time, be requested by at least 20% of those entitled to attend. Such shorter notice will be valid only if ratified by at least 50% of those entitled to attend the meeting called at short notice. Where such a meeting is validly held the minutes of such a meeting are laid before the next scheduled meeting.

2.3 All documentation and agenda items to be circulated for meetings must be submitted by members to the Secretary no later than seven working days in advance of the meeting.

2.4 At least five working days before any meeting, every member entitled to attend shall be issued with an electronic copy of:

- a. A notice convening the meeting giving time and place,
- b. A draft Agenda (which shall only be issued with the prior agreement of the Chairperson)
- c. All reports and other documents referred to in, or to be read with the Agenda.

2.5 The notice for the meeting will be forwarded to every member entitled to attend. If there are any reports or other documents, copies of which cannot for good reason be circulated with the Agenda, these may, at the Chairperson's discretion, be tabled at the meeting and will subsequently be circulated in electronic form to all members. Verbal reports should not be accepted as normal practice in Council meetings except at the discretion of the Chairperson.

2.6 Failure to receive notice of a meeting will not invalidate a meeting or any business transacted at that meeting, provided proof of its being sent is available.

2.7 Any matter or business not set out in the Agenda may be raised at the meeting and may be discussed or decided, provided the consent of the Chairperson is sought in advance of the meeting and if agreed by the majority of members present at the time of the adoption of the Agenda for the meeting.

2.8 The Secretary will normally make all necessary arrangements for meetings and will inform the Chairperson in advance of all such arrangements.

2.9 A majority of those present, provided that number constitutes a quorum, may adjourn any meeting to any other time or place.

2.10 Unless otherwise provided for in this Constitution, the quorum for meetings will be 50% plus one person of the total number of people entitled to attend that meeting. No decisions which will bind the Union can be made if a quorum is not present.

Minutes of Meetings

3.1 Minutes of all meetings will be kept by the Secretary and a draft will be circulated within seven working days to each member.

3.2 The minutes of each meeting shall be laid before the following meeting and, as confirmed or amended, shall be authenticated by the signature of the Chairperson of that meeting.

3.3 The names of members present shall be recorded in the attendance list and a register shall be kept showing details of the meetings attended by members. Where a member has notified the Secretary, in writing, in advance of the meeting that they will not be present, the record shall show that the member sent apologies. Where no such notification is received in advance of the meeting, the record shall show that the member was absent.

3.4 When minutes of proceedings have been adopted and confirmed by a subsequent meeting, questions will only be permitted on matters arising out of the minutes.

Attendance at Meetings

4.1 If any member misses two meetings in a row, without sending apologies (or without due cause as assessed by the Chairperson) it shall be accepted that they have vacated their membership in that meeting.

4.2 Class-Representatives are members of the Council and if they miss two meetings in a row, without sending apologies they shall be suspended from Council and reported to the Commission. The Commission shall determine whether they shall be removed from their position, in which case, this requires a specially convened meeting of the class to hold a vote on the matter.

4.3 Elected Officers are elected by the general student body and as such should not be expelled from a meeting by virtue of their position. If an Officer misses two Union meetings in a row for which they are a member of, without sending apologies (or without due cause), they shall be reported to the President. In the case of the President, this shall be reported to the Chairperson of the Council and the procedure for the regulation of elected roles under [Schedule 5](#) shall be followed.

Proceedings at Meetings

5.1 The Chairperson shall, if present, be chairperson of the meeting.

5.2 If the Chairperson is not present, a member previously chosen as Deputy Chairperson shall act as Chairperson. Where a Deputy has not been previously chosen the meeting shall elect a chairperson solely for the purpose of the specific meeting. Any power or duty assigned to the Chairperson under these Standing Orders in relation to the conduct of a meeting may be exercised by the person presiding at such meeting.

5.3 The Chairperson shall ensure fair and orderly conduct of a meeting. Only members of the meeting may speak at a meeting. Non-members may only speak with the express permission of a majority of the members present.

5.4 Persons wishing to speak shall make themselves known to the Chairperson who shall call on them in turn.

5.5 When speaking, the Chairperson shall be heard in silence.

5.6 If deemed expedient the Chairperson may impose a time-limit on a discussion on an item of not less than ten minutes.

5.7 Should disorder arise, the Chairperson at their discretion is entitled to adjourn the meeting and quit the chair. On doing so, the meeting shall be immediately adjourned. The Chairperson shall give their reason for doing so at the following meeting, where there shall be no discussion thereon.

5.8 No member shall use any offensive expression to any member of the meeting or conduct themselves in a way that is against the maintenance of order. Any member who has been disruptive to the meeting will get a warning from the Chair, and this will be minuted. After the 2nd warning, the member will be suspended from the meeting with the approval of the majority of the members present.

5.9 There should be a break during every meeting, exercised at the discretion of the Chairperson, where the meeting runs over two hours.

5.10 In cases of a dispute on procedure, the ruling of the Chairperson shall be final.

Students and External Guests

6.1 Students who are not members of the Council may attend the meeting as visitors. If they wish to speak on any matter before the meeting they must inform the Chairperson before the meeting commences, so that at an appropriate opportunity, at the Chairpersons discretion, can be found for them to do so or with the express permission of a majority of the members present.

6.2 Visitors cannot speak while a formal motion or policy is being put to the meeting, and at all other times should only contribute to the meeting, with the consent of the meeting by simple majority. A Class Rep can opt to allow a visitor to speak for them during a motion or policy, if they receive the consent of Council by simple majority.

6.3 External guests may be invited to attend meetings, or apply to present to the Council, through the Secretary at least seven working days prior to the meeting. Their attendance will be decided on by the Chairperson with the approval of the meeting.

Order of Business

7.1 The Order of Business at meetings will include:

- 7.1.1 Adoption of the Agenda
- 7.1.2 Adoption of Minutes of the previous meeting
- 7.1.3 Matters Arising
- 7.1.4 Correspondence
- 7.1.5 Items for Agreement
- 7.1.6 Items for Discussion
- 7.1.7 Officer Report
- 7.1.8 Items for Information
- 7.1.9 Any Other Business
- 7.1.10 Date of Next Meeting

7.2 The above order of business may be varied by the Chairperson at their discretion.

7.3 At a short notice meeting of any meeting of the Union only business specified in the notice convening that meeting will be transacted at that meeting.

Decision Making Processes

8.1 Any matters not included when the agenda is circulated, which a member wishes to have on the agenda, must be submitted to the Chairperson prior to the meeting. The Chairperson will decide whether to include this in the agenda, at their sole discretion but in general it shall be disallowed unless the Chairperson believes it is a matter which cannot wait until the next scheduled meeting.

8.2 Any items for agreement, discussion or information that includes documentation shall be submitted to the Secretary seven days in advance of the meeting. In the case of a short notice meeting, this shall be submitted as soon as possible so that the members can have time to review the documentation before the meeting.

8.3 Every motion, policy, amendment to a motion/policy must be in a written format and be proposed and seconded in writing to the Secretary. The motion or policy will be put forward once the proposer has concluded their opening speech. The proposer has the right to reply immediately before a vote is taken.

8.4 Any amendment to a motion or policy must be accepted by the proposer and seconder of the motion/policy. If the proposed amendment is not accepted, the motion/policy shall stand in its

original format. A member is within their rights to challenge the motion/policy, either in its original or amended format, under standard procedural motions 9a – 9f below.

8.5 If an amendment is passed, the original motion/policy/report with the amendment will become the substantive motion/policy, and further amendments can be made.

8.6 Only one motion/policy or report, or any amendments to a motion, policy or report may be put before the meeting at any one time.

8.7 Each elected officer must be available for questions on their written report to Council. They can make verbal additions to their report at the discretion of the Chairperson.

8.8 If at any time there is no discussion, the Chairperson may ask whether there is any discussion, opposition or amendment and if not, shall declare the matter to be approved.

Procedural Motions

9.1 Procedural motions are used to assist the Chairperson in moving debate along. Procedural motions empower members to take control of the debate and ensure it is moving in an appropriate direction. The procedural motions are:

- a. A motion that the question be now put forward
- b. A motion that the question not be put forward
- c. A motion that the question be taken in specific parts
- d. A motion to refer the matter to a specified later time, date, meeting, officer or committee
- e. A challenge to the Chairperson's ruling
- f. A motion of no confidence in the Chairperson for the remainder of the meeting

9.2 Procedural motions may not be proposed while any member is speaking on a Point of Order, Point of Information or during the act of voting.

9.3 The Chairperson may refuse to accept a procedural motion which is similar or related to the same subject which was defeated in the previous 15 minutes. The Chair may also decline or accept a Procedural Motion 9a or 9b, prior to two speakers speaking for and against.

9.4 Procedural motions 9(a-f) shall be voted on without discussion. The proposer may speak for 2 minutes followed by a speaker against for 2 minutes. It shall then go to a vote.

9.5 In the event of procedural motion 9a being passed the Chairperson shall allow the proposer of the original motion to summate before the vote.

9.6 Once a procedural motion 9c has been called, the Council shall firstly vote on whether to take the motion/policy in parts. If this is not passed, the motion/policy shall proceed in its original format.

9.7 If the procedural motion 9c passes, the motion/policy shall be broken down into parts, and each part shall be voted on separately. If a part falls, it shall be removed from the substantive motion/policy. Council then returns to the overall motion/policy as amended, and votes on the final amended motion/policy.

9.8 A procedural motion 9e may be being called where it must receive a two-thirds majority and the Deputy Chairperson shall preside while the vote is being taken.

9.9 In proposing a 9e the Chairperson shall have priority in speaking against the motion and the proposer must state where the Chairperson's ruling has not followed points of order and procedure either within the Constitution or these Standing Orders. The ruling of the Chairperson shall be final.

9.10 For a procedural motion 9f to proceed, a motion must be put before the meeting and must receive the support of two thirds of those in attendance at that meeting. The Chairperson has priority speaking against the motion and will leave the chair until a vote is taken.

9.11 In the event of a procedural motion 9f being passed, the Deputy Chairperson shall preside over the remainder of the meeting.

9.12 No procedural motion shall be called whilst another procedural motion is being discussed unless a 9e or 9f is called.

Points of Order and Information

10.1 A Point of Order shall be related only to the conduct of the meeting and not the subject of the debate. Points of Order shall have priority over all other business except the acts of voting (unless they refer to the conduct of the vote) and they will not be discussed. Any member may raise a Point of Order, providing that they do so immediately and state that they rise on a 'Point of Order'.

10.2 A Point of Order is a matter raised during the debate of a motion or policy concerning the rules of procedure as set out in the Constitution these Standing Orders or other policy of the Union. A Point of Order may be raised if the rules appear to have been broken. This may interrupt a speaker during debate, or anything else if the breach of the rules warrants it. The Point is to be resolved before business continues. The Point of Order calls on the Chairperson to make a ruling. It is not permissible to raise a Point of Order to ask a question of information or procedure. The Chairperson may rule on the Point of Order or submit it to the judgment of the meeting.

10.3 Points of Information may be raised in the same way as Points of Order, but only if allowed by the speaking member. They shall consist of relevant information offered to or asked of that member. Points of Information may not be called when a motion is being proposed or summated.

Suspension and Amendment of Standing Orders

11.1 These Standing Orders may be suspended when a motion to that effect is passed by a 2/3 majority of those in attendance at any meeting. Such motions will require a proposer and a seconder and shall state why Standing Orders should be suspended. The motion will be put to a vote without discussion. Such a motion may not be proposed during a Point of Order/Information or during the act of voting.

11.2 Only the business for which Standing Orders has been suspended, may be discussed during the suspension of Standing Orders.

11.3 The Chairperson or any member may submit a proposal for any new Standing Order or alteration of any existing Standing Order which may be required to ensure the more effective operating of a meeting. Such amendments will be considered in the manner of amending of Schedules to the Constitution.

Independent Chairperson

12.1 The Independent Chairperson of Council, Governance Committee and Commission shall be people of considerable experience and knowledge of a Students' Union structure.

12.2 The Independent Chairperson of Council, Governance Committee and Commission shall not be the same individual.

12.3 The Independent Chairperson of the Council, Governance Committee and Commission may be remunerated and their expenses covered in a manner determined by the Governance Committee.

12.4 In the event of permanent incapacity, resignation or removal from their position as the Independent Chairperson of the Class Rep Council, Governance Committee or the Electoral Commission, the Executive shall immediately proceed to fill that position. No officer shall assume the position of Independent Chairperson during that period.

Schedule 2 – Standing Orders of the Governance Committee

Introduction

1.1 These Standing Orders are adopted to set out the approach that the Governance Committee aspires to in planning for and conducting all its meetings.

1.2 The Governance Committee shall operate in accordance with this Constitution and the laws of Ireland.

1.3 The Governance Committee shall, as far as is practicable, comply with governance codes and guidelines set out by national authorities and bodies.

Notice of Meetings and Agenda

2.1 The Independent Chairperson, following consultation with the members, may require the convening of an additional unscheduled meeting.

2.2 An unscheduled/short notice meeting may, at any reasonable time, be requested by at least two members of the committee. Such shorter notice will be valid only if ratified by at members. Where such a meeting is validly held the minutes of such a meeting are laid before the next scheduled meeting.

2.3 All documentation to be circulated for meetings must be submitted to the Secretary no later than seven working days in advance of the meeting.

2.4 At least five working days before any meeting, every member entitled to attend shall be issued with an electronic copy of:

- d. A notice convening the meeting giving time and place,
- e. A draft Agenda (which shall only be issued with the prior agreement of the Chairperson)
- f. All reports and other documents referred to in, or to be read with the Agenda.

2.5 The notice for the meeting will be forwarded to every member entitled to attend. If there are any reports or other documents, copies of which cannot for good reason be circulated with the Agenda, these may, at the Chairperson's discretion, be tabled at the meeting and will subsequently be circulated in electronic form to all members.

2.6 Failure to receive notice of a meeting will not invalidate a meeting or any business transacted at that meeting, provided proof of its being sent is available.

2.7 Any matter or business not set out in the Agenda may be raised at the meeting and may be discussed or decided, provided the consent of the Chairperson is sought in advance of the meeting and if agreed by the majority of members present at the time of the adoption of the Agenda for the meeting.

2.8 The Secretary will normally make all necessary arrangements for meetings and will inform the Chairperson in advance of all such arrangements.

2.9 A majority of those present, provided that number constitutes a quorum, may adjourn any meeting to any other time or place.

2.10 Unless otherwise provided for in this Constitution, the quorum for the Committee shall be 50% of the members as long as at least one is an elected officer and the other a student. No decisions which will bind the Union can be made if a quorum is not present.

Minutes of Meetings

3.1 Minutes of all meetings will be kept by the Secretary and a draft will be circulated within seven working days to each member.

3.2 The minutes of each meeting shall be laid before the following meeting and, as confirmed or amended, shall be authenticated by the signature of the Chairperson of that meeting.

3.3 The names of members present shall be recorded in the attendance list and a register shall be kept showing details of the meetings attended by members. Where a member has notified the Secretary, in writing, in advance of the meeting that they will not be present, the record shall show that the member sent apologies. Where no such notification is received in advance of the meeting, the record shall show that the member was absent.

3.4 When minutes of proceedings have been adopted and confirmed by a subsequent meeting, questions will only be permitted on matters arising out of the minutes.

3.5 The Secretary shall be responsible for the safekeeping of the minutes of meetings.

Proceedings at Meetings

4.1 The Chairperson shall, if present, be chairperson of the meeting.

4.2 If the Chairperson is not present, other than elected officer, the committee shall select amongst the students who shall act as Chairperson. Any power or duty assigned to the Chairperson under these Standing Orders in relation to the conduct of a meeting may be exercised by the person presiding at such meeting.

4.3 The Chairperson shall ensure fair and orderly conduct of a meeting. Only members of the meeting may speak at a meeting. Non-members may only speak with the express permission of a majority of the members present.

4.4 Persons wishing to speak shall make themselves known to the Chairperson who shall call on them in turn.

4.5 When speaking, the Chairperson shall be heard in silence.

4.6 If deemed expedient the Chairperson may impose a time-limit on a discussion on an item of not less than ten minutes.

4.7 Should disorder arise, the Chairperson at their discretion is entitled to adjourn the meeting and quit the chair. On doing so, the meeting shall be immediately adjourned. The Chairperson shall give their reason for doing so at the following meeting, where there shall be no discussion thereon.

4.8 No member shall use any offensive expression to any member of the meeting or conduct themselves in a way that is against the maintenance of order. Any member who has been disruptive to the meeting will get a warning from the Chair, and this will be minuted. After the 2nd warning, the member will be suspended from the meeting with the approval of the majority of the members present.

4.9 In cases of a dispute on procedure, the ruling of the Chairperson may be appealed to the Chairperson of the Council.

4.10 If any member misses two meetings in a row, without sending apologies (or without due cause) it shall be accepted that they have vacated their membership in that meeting.

Conflict of Interest

5.1 Where any member present at a meeting has a material interest in a matter for discussion they shall:

5.1.1 Disclose such interest no later than under the standard item on the agenda, 'Declaration of Conflict(s) of Interest'.

5.1.2 Neither influence nor seek to influence a decision to be made in relation to the matter

5.1.3 Absent themselves from the meeting when the matter is being discussed.

5.1.4 Take no part in relevant deliberations.

5.1.5 Refrain from voting on any relevant matters.

5.1.6 Non-participative for that item only.

5.1.7 Relevant disclosures shall be recorded in the minutes of the meeting(s) concerned.

Order of Business

6.1 The Order of Business at meetings will include:

6.1.1 Declaration of Conflict(s) of Interest

6.1.2 Adoption of the Agenda

6.1.3 Adoption of Minutes of the previous meeting

6.1.4 Matters Arising

6.1.5 Correspondence

6.1.6 Financial Report

6.1.7 Items for Agreement

6.1.8 Items for Discussion

6.1.9 Any Other Business

6.1.10 Date of Next Meeting

6.2 The above order of business may be varied by the Chairperson at their discretion.

6.3 At a short notice meeting of the Committee, only business specified in the notice convening that meeting will be transacted at that meeting.

Decision Making Processes

7.1 Any matters not included when the agenda is circulated, which a member wishes to have on the agenda, must be submitted to the Chairperson prior to the meeting. The Chairperson will decide whether to include this in the agenda, at their sole discretion but in general it shall be disallowed unless the Chairperson believes it is a matter which cannot wait until the next scheduled meeting.

7.2 Any items for agreement, discussion or information that includes documentation shall be submitted to the Secretary seven days in advance of the meeting. In the case of a short notice meeting, this shall be submitted as soon as possible so that the members can have time to review the documentation before the meeting.

Financial Statements

8.1 In reviewing the financial accounts, the members of the Committee are required to:

8.1.1 Ensure suitable accounting policies and standards are used and applied consistently to meet legal requirements.

8.1.2 Ensure Revenue Commissioner updates/amendments have been implemented where appropriate;

8.1.3 Review judgments and estimates that are reasonable and prudent;

8.1.4 Ensure proper accounting records are maintained;

8.1.5 Review significant and unusual transactions especially where the accounting treatment is open to different approaches;

8.1.6 Assess whether the financial statements are complete and fairly represented;

8.1.7 Review of fixed assets;

8.1.8 Recommend to the Council the approval of the accounts when satisfied.

Human Resources

9.1 As part of its responsibility to oversee the human resource management of the Union, the Committee shall:

9.1.1 Periodically review terms and conditions, policies and practices relating to the recruitment and employment of staff

9.1.2 Periodically review terms and conditions, policies and practices relating to the employment of elected officers while being cognisant of their elected roles

9.1.3 Develop and review policies in regard to disciplinary, grievance, harassment and dispute resolution processes for all employees and any other policies required by law from time to time.

Governance

10.1 In exercising the governance and oversight function of the effective running of the Union, the Committee shall:

10.1.1 Review and develop governance policies and procedures in line with best practice

10.1.2 Review risk registers for areas within its remit and identify necessary action

10.1.3 Appoint an auditor for the Union where necessary

Amendment of Standing Orders

11.1 The Chairperson or any member may submit a proposal for the alteration of these Standing Orders which may be required to ensure the more effective operating of a meeting. Such amendments will be considered in the manner of the amending of Schedules to the Constitution.

Schedule 3 – Regulation of Elections

3.1 Where there is only the required candidates for the position of Class Representative in a class and not contested those person(s) shall be deemed elected.

3.2 Election procedure shall be regulated by the Commission in accordance with the Constitution.

3.3 Eligibility to be a candidate and to vote shall be limited to those registered students who are on the register on the date of the holding of an election and it will be a requirement to produce a valid current student card or other proof of current student registration in order to accept a nomination to any elected position and to vote.

3.4 Candidates seeking election to an officer position must be proposed by any thirty members who sign an official nomination form to that effect.

3.5 All candidates seeking election to an officer position shall put in the hands of the Commission a manifesto which the Commission shall circulate generally to members. The Commission shall prescribe the format of the manifesto.

3.6 Notice of elections shall be given at least 21 calendar days prior to the opening of polls.

3.7 Nominations shall be open for the first fourteen calendar days, during which time no canvassing shall take place.

3.8 The Commission shall set the date closing date of nominations, the rules and period of canvassing and the dates of polling before the notice of elections.

3.9 All hustings or public debates organised by the Union with or between candidates or interested parties in an election or referendum held by the Union shall be convened and chaired by the Returning Officer or nominee.

3.10 In the case of all elections, a “re-open nominations” (R.O.N) option will be on the ballot paper together with the name(s) of the nominated candidate(s).

3.11 If the option (R.O.N) is deemed elected, the Returning Officer shall declare the seat unfilled and the Commission shall organise a by-election at the earliest appropriate date.

3.12 The Returning Officer shall supervise the counting of votes within 24 hours of the close of polling.

3.13 The results of the election shall be announced and displayed publicly after the counting of votes.

3.14 Instructions to voters, as decided by the Commission shall be displayed clearly at all polling stations.

3.15 Any person who has a reason to believe that there was any irregularity of any kind regarding the conduct of an election shall have the right to submit to the Returning Officer a letter of complaint which shall contain all the details relevant to the complaint and the contact information of one person willing to speak in support of the complaint.

3.16 This complaint shall be lodged within a two day period from the incident occurring or the declaration of the results of the election.

3.17 On receipt of a complaint the Returning Officer shall present it to the Commission, who shall adjudicate on the matter in a manner set by the Commission.

3.18 The Commission shall have the right to summon the person detailed in the complaint and any other person to assist in their ruling.

3.19 The ruling of the Commission on matters of elections shall be final.

3.20 The provisions of this schedule shall apply equally to other elections and referenda.

Schedule 4 – Roles and Responsibilities of Elected Representatives

4.1 The President

4.1.1 The President shall be the chief spokesperson of the Union and shall be responsible to the Council for the implementation of all Union policy and mandates.

4.1.2 The President shall provide information to members relating to educational entitlements, rights and other educational matters and shall provide information to members on further education, careers and job opportunities.

4.1.3 The President shall be an ex-officio member of all education related committees of the Union and shall liaise with and be a member of any external bodies that aid in the development of educational policies.

4.1.4 The President shall administer the Class-Representative system.

4.1.5 The President may direct other duties and obligations to Elected Officers as they shall see fit. The President may decide which Officers sit on the various committees on external bodies, in the College and the Union where appropriate.

4.1.6 The President shall be responsible for ensuring adequate training of all elected officers, including crossover and oversee the handover process for their position and other roles.

4.1.7 The President shall ensure that the needs of Post Graduate and Part-Time students are fully catered for.

4.2 The Vice President

4.2.1 The Vice President will also have the remit of welfare and equality, which includes, but is not limited to, matters of; accommodation, finance and general well-being. This can encompass but is not limited to; physical, mental, emotional and sexual health.

4.2.2 The Vice President shall be responsible for the provision of information, advising on matters and liaising with external bodies related to welfare and equality. This may include, but is not limited to; campaigns, informative events or demonstrations.

4.2.3 The Vice President shall act as a representative on bodies within the college and externally on matters related, but not limited to; welfare, equality, diversion and inclusion.

4.2.4 The Vice President shall be responsible for ensuring an effective and efficient handover at the end of their officership.

4.3 The Clubs and Societies Officer (C&S)

4.3.1 The C&S Officer promotes, supports and assists the running of all Clubs and Societies that are registered with the Union in all aspects of their operation.

4.3.2 The C&S Officer shall be responsible for providing information to students on joining, starting, reforming, or developing a Club or Society and how to receive/apply for funding.

4.3.3 The C&S Officer shall be responsible for organising C&S sign up day(s) in conjunction with the Student Sport and Experience department where appropriate.

4.3.4 The C&S officer shall liaise with any relevant bodies such as the Board of Irish College Societies and Student Sport Ireland.

4.3.5 The C&S Officer shall monitor the income/expenditure of Clubs and Societies in conjunction with the Union Administrator and report on an ongoing basis to the President and Governance Committee.

4.3.6 The C&S Officer shall maintain a contact list for all Club and Society committee members.

4.3.7 The C&S Officer shall coordinate the training of all committee members and oversee the handover process at the end of the committees term.

4.3.8 The C&S Officer shall review constitutions, budget and special fund application forms and allocate appropriate funds to each Club and Society in conjunction with the Student Support and Experience Department where appropriate.

4.3.9 The C&S Officer shall properly store and monitor the use of all equipment and their purchase in accordance with the Union Administrator.

4.3.10 The C&S Officer shall assist with applications to external awarding bodies such as the Board of Irish College Societies.

4.3.11 The C&S Officer shall assist with the planning and co-ordination of the Annual Clubs and Societies Awards Ceremony in conjunction with the Student Support and Experience Department.

4.3.12 The C&S Officer shall be responsible for ensuring an effective and efficient handover at the end of their officership.

4.4 The Entertainments Officer

4.4.1 The Entertainments Officer shall organise events and other forms of activities for the students of NCI throughout the year within a predetermined budget.

4.4.2 The Entertainments Officer is responsible for organising events and other forms of activities for the students of NCI. This includes but is not limited to; Freshers Week, Christmas Week and RAG Week.

4.4.3 The Entertainments Officer shall endeavour to cater for all students and organise both day and night-time events.

4.4.4 The Entertainments Officer shall assist the Vice President with their campaigns, fundraising and events where necessary.

4.4.5 The Entertainments Officer shall establish and be responsible for an Entertainments Crew to assist in the planning, promotion and organisation of events.

4.4.6 The Entertainments Officer shall monitor the income and expenditure of all events and activities throughout the year and report to the President on an ongoing basis and the Governance Committee where appropriate

4.4.7 The Entertainments Officer shall liaise with related external bodies and pursue and maintain partnerships with relevant organisations in the events industry.

4.4.8 The Entertainments Officer shall be responsible for maintaining NCI Ents and all other marketing and promotion activities related to entertainments.

4.4.9 The Entertainments Officer shall be responsible for ensuring an effective and efficient handover at the end of their officership

4.5 The Communications Officer

4.5.1 The Communications Officer shall prepare a social media strategy in conjunction with the President and maintain a social media calendar of all Union communications and promotions, and be responsible for the promotion and marketing of all Union related activities.

4.5.2 The Communications Officer shall attend all training related to their role which includes but not limited to; social media, website maintenance, advertising / marketing and the use of graphic design tools such as Adobe Photoshop or equivalent.

4.5.3 The Communications Officer shall be responsible for the use and responses to queries on all social media platforms, design of graphics for event promotion, and ongoing maintenance of the website.

4.5.4 The Communications Officer shall liaise with related external bodies and PR requests in conjunction with the President.

4.5.5 The Communications Officer will coordinate with the other officers of the Union in order to advertise and promote all events/campaigns accordingly.

4.5.6 The Communications Officer shall be responsible for ensuring an effective and efficient handover at the end of their officership.

4.6 The Class-Representative

4.6.1 The Class-Representative shall be the elected spokesperson and day-to-day point of contact for the class to the Union and College.

4.6.2 The Class-Representative shall work collaboratively with other Class-Representatives.

4.6.3 The Class-Representative shall make themselves known to their lecturers and other members of staff within the college.

4.6.4 The Class-Representative shall attend Class-Representative Council and any other college meetings, and provide feedback from their class to the Union and College on an ongoing basis.

Schedule 5 – Regulation of Elected Roles

5.1 All Elected Officers shall hold office for a term of one year from the 1st July to the 30th June in the following calendar year, even where a person enters into the office at a later point from the 1st July. All Officers shall relinquish their office on the 30th June, unless before the expiration of that period they cease to be able to perform the functions of the office for reasons of health, resignation or are removed from office.

5.2 If there is a vacancy in the position to which an Officer has been elected they may, on the recommendation of the Commission and the approval of two-thirds of the Council, take up the post on a date prior to 1st July and serve until 30th June of the following year.

5.3 At the time of taking up office, all Part-time Elected Officers must be a registered student of the College, subject to verification by the Electoral Commission.

5.4 Sabbatical Officers shall hold no other elected position in the Union save those provided for by the terms of this Constitution, nor shall they hold any elected office in a recognised club or society of the College or in any informal grouping organised in the College.

5.5 Part-time Officers shall hold no other elected position in the Union save those provided for by the terms of this Constitution but may be a member of a recognised club or society of the College or in any informal grouping organised in the College.

5.6 Officers shall conduct themselves independently of any party-political affiliation and not support any political issue that is contrary to the provisions of this Constitution.

5.7 Should any Elected Officer act outside of the Constitution, or should any student submit a complaint to the President or the Council in respect of the conduct or performance of any officer, the President shall investigate the matter. In the case of a complaint against the President's conduct or performance, the Chairperson of the Council may investigate the matter.

5.8 A proposal to remove any Officer under this section shall not be accepted for consideration unless a petition is signed by not less than two-thirds of the total membership of the Council, after which then it must await the outcome of an investigation.

5.9 The President, or Chairperson of the Council, where appropriate, can ask the Governance Committee to investigate in accordance with law.

5.10 Where the Governance Committee deems it necessary to suspend or otherwise subject an Officer to a disciplinary process, the Officer shall refrain from acting as an Officer and shall cease to perform any functions of the Office of the Union, until such time as investigations (if necessary) have been completed, and all disciplinary procedures, have been adhered to.

5.11 Where the Governance Committee deems it necessary to suspend or otherwise subject an Officer to a disciplinary process, the Committee shall notify the affected Officer, the President and the Chairperson of the Council.

5.12 The Governance Committee shall inform the Council, only, if it considers it necessary to remove an Officer from their position. Such a proposal shall require a vote of two-thirds of the total membership of the Council for the officer to be removed.

5.13 A proposal to remove a Class Representative shall be made to the President by not less than 25% of the students from the class from where they were elected. Such a proposal shall be considered by the Commission, where they shall investigate and speak to the Class Representative in question. The President or their nominee may then convene a special meeting with the students of that class, where the Class Representative may be given an opportunity to address the meeting and respond to the contents of the proposal. The meeting shall vote on the proposal which shall be decided by not less than two-thirds of the full class.

5.14 Any Class Representative who wishes to resign may do so by sending the President a letter to that effect, in which case the class shall be informed and a by-election held.

5.15 If an Elected Officer wishes to resign from their position they shall inform the President in writing, who shall inform the Executive, the Council and Commission immediately. In the case of the President, they shall inform the Executive and the Independent Chairpersons of the Council and the Commission.

5.16 If a Part-time Officer resigns or is removed from office within the first semester, the Commission shall hold a by-election. Should the resignation or removal from office take place in the second semester, the President shall re-allocate the duties of that officer to another elected officer and inform the members in that regard.

5.17 In the event of permanent incapacity, resignation or removal from office of the Vice President, a by-election shall be held if this occurs in the first semester. Should this occur in the second semester, the President shall delegate the duties of the Vice President amongst the Part-Time Officers.

5.18 In the event of permanent incapacity, resignation or removal from office of the President, a by-election shall be held if this occurs in the first semester. Should this position become vacant beyond the first semester, the Vice President should assume the role of President for the remainder of the term and may delegate some of the duties of the Vice President role to the remaining Part-Time Officers.

Declaration

Attested to be the true version of the National College of Ireland Students' Union Constitution, which shall come into force on 1st July 2021 following the passing of a referendum on 4th March 2021 and affixed with the Seal of the Union.

SIGNED: _____

President, National College of Ireland Students' Union

WITNESSED: _____

Returning Officer, National College of Ireland Students' Union