



DCU.SU
AONTAS NA MAC LÉINN

Dubl in City University Students' Union

Constitution

As drawn up by Constitutional Review Committee 2010/2011.

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Definitions

In this Constitution, unless the context otherwise requires -

“Academic Day”: is a Monday, Tuesday, Wednesday, Thursday, Friday or Saturday during term time, on which the University is open and operational.

“Chairperson”: is the person that presides over meetings.

“Class” or “Registered Class”: is a class-group, as defined by the University.

“Class meeting”: is a meeting called by a class representative with their respective class.

“Class Representative”: is an undergraduate or post graduate class representative or a postgraduate research representative.

“Class Representative Council”: as defined in Article 5.

“DCU”: the University established by section 2 of the Universities Act, 1989.

“DCUSU” and “Students’ Union”: is the Dublin City University Students’ Union.

“Executive”: is the Executive Committee of the Union, as defined in Article 6.

“Manager of Student Life”: is the Manager of the Dublin City University Office of Student Life.

“Petition”: a written statement supported by a list of members’ signatures and student numbers.

“Qualified Majority”: is a majority comprising two thirds or more of votes cast on an issue.

“Research Group”: postgraduate research group as defined by the University.

“Semester”: Academic period as set out by the University.

“Term Time”: is all time within the bounds of the semesters.

“Working Groups”: a group formed for a specific agenda set by Class Representative Council.

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 at 9:00am on 25th March 2011.

- 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 To represent and protect the full membership of DCUSU on matters affecting their interests and welfare.
- 2.2 To work as a democratic and transparent organisation.
- 2.3 To actively pursue the engagement of the general student body.
- 2.4 To actively pursue good relations with Clubs and Societies.
- 2.5 To actively pursue good relations within and with local community.
- 2.6 To promote bilingual policy amongst the student body in DCU.
- 2.7 To provide a recognised representative channel between its members and the university authorities, its subsidiaries and between representatives or organs of any other external body.

Article 3: Membership

3.1 Full Membership

- 3.1.1 A person who is registered as a DCU Student or a person whose registration as a DCU student is pending.
- 3.1.2 Each full member holds one vote in union elections and referenda.
- 3.1.3 Sabbatical Officers shall be full members of the union while serving their term of office.
- 3.1.4 Full Members are entitled to attend Class Representative Council as per article 5.6.3.

3.2 Honorary membership

- 3.2.1 All previous Executive members shall have honorary membership of the union.
- 3.2.2 Honorary Members shall be non-voting members of the union
- 3.2.3 Honorary members may attend Class Representative Council upon request or invitation to/by: Class Representative Council Chairperson or Students' Union President.

Article 4: Governance

- 4.1 Governance of the Students' Union activity is to be democratic and transparent at all times.
- 4.2 Sabbatical Officers report to and are answerable to Class Representative Council.
- 4.3 Governance of DCUSU will be managed on three hierarchical levels, as follows:
 - 4.3.1 Referendum
 - 4.3.2 Class Representative Council
 - 4.3.3 Executive
- 4.4 SU structure, policy and operational change can be proposed by Class Representative Council and Executive.
- 4.5 Class Representative Council or a petition of minimum 200 union members may mandate a referendum on SU structural, policy or operational change.
- 4.6 Any amendments to the constitution must be put to referendum.
- 4.7 Any structural, policy or operational change can only be altered by the same level or higher of governance by which it was enacted previously.
- 4.8 Outside of academic term where the Class Representative Council is not in session, the President may decide, in consultation with members of the executive, policy which must then be ratified by Class Representative Council.
- 4.9 Any article changed by referendum shall be recorded in schedule A.
- 4.10 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 SU policy.
- 5.2 Record of meeting minutes will be posted in a manner decided by the Class Representative Council from time to time within two academic days of each meeting.
- 5.3 The Class Representative Council has the power to establish temporary Working Groups and define the terms of reference of such working groups. (Such as Constitutional Review Committee, Disciplinary Committee etc.).
- 5.4 Membership of Class Representative Council
 - 5.4.1 The Class Representative Council is comprised of the two members elected by each registered class or research group "Class Representatives" as ratified to and registered by the Students' Union.
 - 5.4.2 The members of the Executive also comprise part of the membership of the Class Representative Council.
 - 5.4.3 All DCUSU members 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.
 - 5.4.4 The Class Representative Council may grant observer status to any other person as deemed appropriate.
- 5.5 Election of Class Representative
 - 5.5.1 All Class Representatives are elected by members of their registered class or research group.
 - 5.5.2 The number of representatives for each class group or research group shall be two.
 - 5.5.3 Class Representative Elections shall be held and overseen by the Vice President for Education.
 - 5.5.4 Any Class Representative may be removed from office following a vote of no confidence by more than 50% of their class or research group.
 - 5.5.5 Any Class Representative may resign at any time by giving one day's notice to their class or group, or to the Chairperson of the Council or the Vice President for Education

5.6 Duties of Class Representative

- 5.6.1 Each Class Representative should be a member of the class in which he/she represents.
- 5.6.2 A Class Representative must undergo training if and when organised by the Union.
- 5.6.3 A Class Representative is required to represent the views of the majority of the class he or she represents.
- 5.6.4 The Class Representative serves as a liaison between the Class Representative Council and his/her class.
- 5.6.5 The Class Representative serves as a liaison between the administrators of their course and their class.
- 5.6.6 If unable to attend a Class Representative Council Meeting, a Class Representative must tender written apologies to the Class Representative Council through the Secretary.
- 5.6.7 The Class Representatives of each class or research group shall convene a class meeting or research group meeting at least once a month during term time.
- 5.6.8 The Class Representative shall present to the Class Representative Council any issues that have been brought to his/her attention by his/her class or research group as soon as possible.
- 5.6.9 The Class Representative shall, insofar as may be practicable, keep his/her class /group informed of all their activities as a Class Representative and of any developments that may affect his/her classmates.

5.7 Meetings of Class Representative Council

- 5.7.1 The Class Representative Council must meet at minimum four times a semester with at least two academic days' notice to Council Members. Such notice to be sent by email to each member's DCU email address.
- 5.7.2 The 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 SU President, a majority of Executive, by 10% of voting members of Class Representative Council or by way of petition of 200 union members.

- 5.7.4 Where the Chairperson or Secretary cannot attend 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 Opening meetings of the Class Representative Council shall be chaired by SU President until the Class Representative Council Chairperson is elected.
- 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 two 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.

5.8 Class Representative Council Voting

- 5.8.1 Class Representatives shall be voting members of the Class Representative Council.
- 5.8.2 Members of Executive shall be non-voting members of the Class Representative Council.
- 5.8.3 Each member entitled to vote shall have one vote.
- 5.8.4 Decisions by Class Representative Council shall be ruled by simple majority of members present and voting.
- 5.8.5 Voting shall be carried out under the provisions of standing orders of the Class Representative Council 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 Each Official must be a Class Representative.
- 5.9.3 Officials are elected at the first meeting of Class Representative Council.
- 5.9.4 Upon election to the position of Class Representative Chairperson, the Chairperson automatically resigns his or her voting rights as a Class Representative. A new Class Representative may be elected by that class or research group by way of replacement.

- 5.9.5 Returning Officer, Chairperson and Secretary shall be deemed as resigned of those positions upon notification to the President. Resignations are reported to Class Representative Council at next meeting.
- 5.9.6 The positions of the Returning Officer, Chairperson and Secretary will be replaced at next meeting of the Class Representative Council by normal election procedure for the Class Representative Council
- 5.9.7 The Class Representative Chairperson:
 - 5.9.7.1 Is responsible for calling and chairing meetings of Class Representative Council.
 - 5.9.7.2 Is responsible for the orderly conduct of all Class Representative Council meetings.
 - 5.9.7.3 Shall at all times perform their duties in a neutral and unbiased manner.
 - 5.9.7.4 Sits on Executive as a non-voting member.
- 5.9.8 The Class Representative Council Secretary, with the assistance of the Chair of Class Representative Council shall:
 - 5.9.8.1 Circulate notice of upcoming meetings to the members of Class Representative Council.
 - 5.9.8.2 Ensure that the business of Class Representative Council is conducted in accordance with Standing Orders.
 - 5.9.8.3 Through Executive, notify actions decided upon by Class Representative Council to the relevant parties.
 - 5.9.8.4 Ensure that the Executive addresses items mandated by Class Representative Council.
 - 5.9.8.5 The Secretary shall be responsible for updating the schedules.
- 5.9.9 The Returning Officer shall be responsible for overseeing all Class Representative Council elections and chairs the Electoral and Referenda Committee.
- 5.10 Officers of Class Rep Council**
 - 5.10.1 All Officers listed in Schedule C of the Class Representative Council are appointed by the Class Representative Council at the first meeting of the Class Representative Council.

- 5.10.2 All Class Representative Council Officers must be elected Class Representatives.
- 5.10.3 The Class Representative Council shall have power to elect/co-opt members to non-Executive Class Representative Council Positions. These positions, their duties and terms of reference are recorded in Schedule C.
- 5.10.4 All Class Representative Council Officers will sit ex officio on the Campus Life Working Group.

5.11 Working Groups of Class Rep Council

- 5.11.1 Operational policies of working groups of Class Representative Council shall adhere to the standing orders as outlined in Schedule D.
- 5.11.2 Campus Life Working Group
 - 5.11.2.1 The Campus Life Working Group is responsible for dealing with student welfare issues and developing student welfare policies. The Campus Life Working Group:
 - 5.11.2.2 Acts as a forum for Class Representative Council Officers.
 - 5.11.2.3 Discusses issues relevant to the Officers' responsibilities.
 - 5.11.2.4 Develops policy for consideration of CRC.
 - 5.11.2.5 Shall report to the Class Representative Council.
 - 5.11.2.6 Members of this working group shall be the Vice President for Welfare, and the Class Representative Council Officers.
 - 5.11.2.7 The Campus Life Working Group must meet a minimum of 3 times a semester.
 - 5.11.2.8 The Campus Life Working Group is chaired by the Vice President for Welfare. The secretary is elected at first meeting of the Campus Life Working Group.
- 5.11.3 Education Working Group
 - 5.11.3.1 The Education Working Group is responsible for dealing with student education issues and developing education policies.
 - 5.11.3.2 Membership of the Education Working Group includes but is not limited to the Vice President for Education, Faculty Conveners, a Post Graduate Taught Class Representative, a Post Grad Research Class Representative, a First Year Class Representative. Additional members must be approved by Class Representative Council.

5.11.3.3 The Education Working Group shall meet a minimum of 3 times a semester.

5.11.3.4 The Education Working Group is chaired by Vice President for Education. The secretary elected at first meeting.

5.11.3.5 The Education Working Group shall report to the Class Representative Council.

5.11.4 Post Grad Working Group

5.11.4.1 Responsible for dealing with Post Graduate specific issues and developing Post Graduate Policies.

5.11.4.2 Membership: of the Post Grad Working Group is comprised of the Vice President for Education, the Vice President for Welfare, the Post Grad Officer, one Post Grad taught Class Rep per faculty, and One Post Grad Research Class Rep per faculty.

5.11.4.3 The Post Grad Working Group is chaired by Post Grad Officer.

5.11.5 Electoral and Referenda Committee

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

5.11.5.2 Membership of the Electoral and Referenda Committee is comprised of the Returning Officer and of 8 other members of Class Rep Council elected by the Class Representative Council at the first Class Representative Council meeting.

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

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

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

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

5.12 Annual Union Forum

5.12.1 There shall be one Annual Union Forum at the end of each academic year.

5.12.2 At least two academic days' notice given. Notice shall be given to each member of the Students' Union.

- 5.12.3 Every member of the Students' Union is entitled to attend the Forum.
- 5.12.4 At the Forum, annual Reports of the work carried out by each Class Rep Council Officer, Working Group, Executive members and all SU Committees are given.
- 5.12.5 Policy may be discussed but not ruled on at Annual Union Forum.
- 5.12.6 The Class Representative Council Chairperson acts as Chair of Annual Union Forum.
- 5.12.7 The Class Representative Council Secretary acts as secretary of Annual Union Forum.

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 Education, Vice President for Welfare, Science & Health Convener, Humanities & Social Sciences Convener, Engineering & Computing Convener, Business Convener, Post Grad Officer, Society Officer, and Club Officer.
- 6.3 The following persons comprise the Non-Voting Members of the Executive: Class Representative Council Chairperson.
- 6.4 The Executive must meet at least ten times during each semester.
- 6.5 The Executive is chaired by President.
- 6.6 The Vice-President for Education acts as secretary of the Executive. The Secretary is responsible for recording and publishing the agenda and minutes of Executive meetings.
- 6.7 Minutes are to be posted, in a manner decided by the Executive from time to time, no later than five academic days after meeting.
- 6.8 Three days notice of Executive meetings must be given during the semester.
- 6.9 Six hours notice of emergency Executive meeting must be given.
 - 6.9.1 One week's notice of Executive meetings must be given outside of academic calendar.
- 6.10 The quorum is majority of voting members of the Executive.
- 6.11 In the event of absolute necessity and of not being able to meet the quorum, the President will make provisional decisions with members of Executive, and provisional decision to be ratified at a further meeting of the Executive as soon as practical thereafter.
- 6.12 Any member of the Executive may resign by giving one week's notice in writing to the executive.
- 6.13 An Executive Officer may be removed from office on a motion to that effect approved by a Referendum.
- 6.14 Where an officer of Executive vacates their position, their office shall be filled by means of a bi-election.

6.15 The term of office of the Executive shall be from the 15th of June to the 14th of June of the following year.

Article 7: Sabbatical Officers

7.1 The posts of President and the two Vice- Presidents shall be full-time paid sabbatical positions elected by general election each year for one year term.

7.2 Terms of Sabbatical employment are set out in Schedule G.

7.3 Incoming sabbatical officers shall have a paid two-week induction period commencing two weeks before taking up office and shall make every effort to shadow their incumbent and familiarize themselves with Union affairs.

7.4 No member may be elected as a sabbatical officer more than twice.

7.5 The President

7.5.1 The President is the Chief Executive Officer of DCUSU.

7.5.2 The President shall be the principal representative and spokesperson of the Union.

7.5.3 The President shall be a non-voting ex-officio member of all Union committees, unless otherwise defined.

7.5.4 The President shall have the following areas of responsibility:

7.5.4.1 Representation of Members.

7.5.4.2 Ensure the development of policy.

7.5.4.3 Co-ordination of Union Affairs.

7.5.4.4 Strategic Development of the Union.

7.5.4.5 Safeguarding of Union Finances.

7.5.4.6 Management and Development of Union services.

7.5.4.7 Training of members of the Executive.

7.5.4.8 Interpretation of the Constitution.

7.5.5 The President, in conjunction with the Manager of Student Life, shall be responsible for the administration and staffing of the Union.

7.6 The Vice-President for Education

- 7.6.1 The Vice-President for Education will give support to students with regard to their education and academic issues.
- 7.6.2 The Vice-President for Education shall be responsible for the promotion, development and implementation of the Union policies on Education.
- 7.6.3 The Vice-President for Education shall be responsible for updating members on changes in the education system or changes within the educational structure of the University which are relevant to students.
- 7.6.4 The Vice-President for Education shall oversee the Convener and Class Representative system.
- 7.6.5 The Vice-President for Education shall sit on relevant University committees and bodies in the pursuance of implementing Student Union education policy.
- 7.6.6 The Vice-President for Education shall be the Secretary of the Executive and shall ensure the maintenance and accuracy and where appropriate, the publication of all Union minutes and records.
- 7.6.7 The Vice President for Education shall act for and on behalf of the President in the event of his/her absence.
- 7.6.8 The scope of the authority of the Vice President for Education may be limited or defined by the President during the absence of the President.

7.7 The Vice-President for Welfare

- 7.7.1 The Vice-President for Welfare shall give support to students with regard to their welfare.
- 7.7.2 The Vice-President for Welfare shall be responsible for the promotion, development and implementation of the Union policies on welfare.
- 7.7.3 The Vice-President for Welfare shall act as a point of peer-provided guidance to members.
- 7.7.4 The Vice-President for Welfare shall sit on relevant university committees and bodies in the pursuance of implementing Student Union welfare policy.
- 7.7.5 The Vice-President for Welfare shall work with the Vice-President for Education to ensure that adequate information is available to students regarding their education and welfare.

Article 8: Non Sabbatical Officers

8.1 Faculty Conveners

- 8.1.1 There shall be one Executive member elected per faculty of the University known as the Faculty Convener.
- 8.1.2 The Faculty Convener has the following responsibilities:
 - 8.1.2.1 Is responsible for aiding and co-ordinating union activities, promotion and policy implementation within their faculty.
 - 8.1.2.2 Shall assist in the training and development of class reps within their faculty.
 - 8.1.2.3 Shall work with sabbatical officers to ensure their faculty members are represented in SU policies and campaigns.
 - 8.1.2.4 Shall represent students on relevant faculty committees and university bodies in the pursuance of Students' Union aims and objectives and implementation of policies.

8.2 Post Graduate Officer

- 8.2.1 There shall be an Executive member elected, who is responsible for the representation of post graduate students within the Union known as the Post Graduate Officer.
- 8.2.2 Post Graduate Officer
- 8.2.3 Shall chair and oversee the operation of the Post Graduate Working Group.
- 8.2.4 Shall work with sabbatical officers to ensure Post Graduate students are represented in SU policies and campaigns.
- 8.2.5 Shall represent post graduate students on relevant university bodies in the pursuance of 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 Union on relevant Club Committees, known as the Clubs Officer
- 8.3.2 Clubs Officer shall promote and implement Union policy with regard to extra-curricular activities.
- 8.3.3 The Clubs Officer shall co-ordinate activities between the 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 Union on relevant Society committees, known as the Societies Officer.
- 8.4.2 The Societies Officer shall promote and implement Union policy with regard to extra-curricular activities.
- 8.4.3 The Societies Officer shall co-ordinate activities between the Union and societies.

Article 9: Elections and Referenda

9.1 Referenda

- 9.1.1 A referendum on any issue may be called at the request of any of the following: Executive, Class Rep Council, 200 union members by way of petition submitted to either the president or 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 Rep Council so long as the original spirit and intention of the motion is not altered and there is agreement of the proposer.
- 9.1.3 For the results of a referendum to be valid at least 10% of union members must cast valid votes.
- 9.1.4 Legal advice should be sought where deemed appropriate by Class Representative Council on proposed amendments to the constitution.
- 9.1.5 A referendum shall be held not less than two academic weeks, and not more than four academic weeks from being called.
- 9.1.6 The Students' Union shall be responsible for the posting of the wording of proposed constitutional changes and the promotion of each referendum.
- 9.1.7 Referenda shall be restricted to one per topic per 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 placed in the schedule A.
- 9.1.9 If the Students' Union takes a stance, other than a neutral stance, on a referendum, the Union will fund an equal amount to those who run a contrary campaign.
- 9.1.10 Referenda shall be carried out under Students' Union polling regulations.
- 9.1.11 The general announcement of a referendum result must be made to all Union members within two academic days after the result is confirmed.

9.2 Elections

9.2.1 Election Procedures

- 9.2.1.1 All general elections shall be by secret ballot and shall use the system of proportional representation by the single transferable vote method.
- 9.2.1.2 General Elections shall only be valid should more than 10% of the membership cast votes, and those votes are proven to be valid.
- 9.2.1.3 The election for positions to the Executive shall be held before the end of the ninth week of the second semester. The elections shall formally be called by the Returning Officer of the Union.
- 9.2.1.4 The announcement of election results must be made to all Union members within two academic days after election result is confirmed.

9.2.2 Election Nominations

- 9.2.2.1 The nomination period for all Union general elections shall be at least one academic week.
- 9.2.2.2 Should there be no nominations for a position on the Executive at the close of nominations the Returning Officer shall reopen nominations for an additional two academic days.
- 9.2.2.3 Should there be no nominations for an executive position after the additional two academic days then a bi-election for the position shall be held at the earliest opportunity in the first semester of the following academic year.
- 9.2.2.4 In the event of there being only one candidate for a post on the Executive they shall be deemed elected only if accepted by a majority of those casting valid votes.
- 9.2.2.5 Appeals with regard to the conduct of elections, including the counting of votes, must be presented to the Electoral Committee within forty-eight hours of the close of polls.
- 9.2.2.6 For all voting positions on the Executive, a nomination shall include two proposers and three seconders, who must be registered students of DCU for the year they are proposing.
- 9.2.2.7 A member may only stand for one position on the Executive in any given election.
- 9.2.2.8 Candidates running for the position of Faculty Convener must be a member of that faculty both in the current year and in the year they serve their term.

9.3 Election and Referendum Regulations

- 9.3.1 Subject to this constitution and Class Representative Council's approval the Electoral Committee shall define its own policies and regulations in an Election Regulation document which shall be attached as Schedule E.
- 9.3.2 All election material shall be approved by the Returning Officer before being duplicated for use in any campaign.
- 9.3.3 Electoral spending limits shall not exceed €150, which shall be indexed to base-line inflation of the year 2011. The limit shall include a financial value of campaign donations received.
- 9.3.4 The Students' Union shall provide printing credit to the value of €70 for those running for sabbatical positions and €35 for non-sabbatical positions.
- 9.3.5 A deposit of €50 is required from each sabbatical candidate and €25 for each non-sabbatical candidate. This will be returned to the candidates on the completion of the election, provided they conduct themselves in accordance with the election regulations.
- 9.3.6 All election spending shall be accounted for by providing receipts to the Returning Officer, and by showing details of the source of funds used to pay for campaign items, such as bank or credit card statements.

9.4 General Election, Election & Referendum Polling

- 9.4.1 There shall be a minimum of three clearly advertised polling stations provided in convenient locations and distributed across campus.
- 9.4.2 Voting shall be possible at a minimum of three locations for at least seven hours and must be possible for a further two hours at a single location after 7pm on at least one day of polling.
- 9.4.3 No canvassing shall take place on polling days within a 10-metre radius of any polling station.
- 9.4.4 The number of voting days shall be decided by Class Representative Council, with a minimum of two days voting.
- 9.4.5 Only a University I.D. Card or a letter from the Registry confirming student status shall be accepted as authentication of a students I.D. number.

9.5 Ballot Counting

- 9.5.1.1 The counting procedures shall be in accordance with the system of proportional representation by the single transferable vote method.
- 9.5.2 In General elections campaign managers or candidates may call a recount of ballots up to six hours after the completion of a first count.
- 9.5.3 In a Referendum a recount may be called by five voting members of Class Rep council.
- 9.5.4 Any recount shall take place within one academic day of the end of the first count, and ballots shall be held securely until such time as the recount begins.
- 9.5.5 Campaign managers or candidates may request to examine spoiled ballot papers in the presence of the Returning Officer.
- 9.5.6 The examination of spoiled ballots shall take place within two academic days of the completion of a recount.
- 9.5.7 Notice of results and details of the counts shall be posted within one academic day of the end of the counts.

Article 10: Management of Finance, Property and Employment

10.1 The Budget

- 10.1.1 The outgoing Executive shall work with the incoming Sabbatical Officers and the Manager of Student Life to agree a provisional Budget for the following Union year based on:
- 10.1.2 Spending allocations for the current and previous terms of office, audited sets of Union accounts, estimated expenditure for the following Union year, and the strategic goals of the Union.
- 10.1.3 The Budget shall be submitted to Council at its first meeting of the year for approval or rejection, but not modification.
- 10.1.4 Should Council reject the Budget, the Executive shall modify the Budget and re-present the Budget to Council at its next meeting.
- 10.1.5 No decision of Executive or Council, which requires expenditure of Union finances, shall be implemented unless there remain sufficient funds, or Council has approved borrowings to secure that expenditure in the future.
- 10.1.6 The Union shall maintain a reserve fund equal to 5% of its total capitation income per annum in order to meet unforeseen contingencies.
- 10.1.7 Only monies derived from non-capitation sources shall be used for any charitable donation.
- 10.1.8 The Union is not permitted to invest in any financial product or service which has risk associated with invested funds.
- 10.1.9 Class Rep Council alone shall have the power to authorise borrowing by the Union. A qualified majority of 25% of council members is required to authorise borrowing.
- 10.1.10 Borrowings may not exceed the amount received by the 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.
- 10.1.11 The Union may not guarantee the borrowings of or loan money to any other person, group or organisation.

10.2 Financial Oversight

- 10.2.1 The financial year of the Union shall run concurrently with the term of office of the Executive.
- 10.2.2 The Executive shall be responsible for the day-to-day allocation of all Union funds, subject to the other provisions laid down in this Constitution.
- 10.2.3 All cheques shall be signed by the Manager of Student Life and by one Sabbatical Officer.
- 10.2.4 The Manager of Student Life, on behalf of the Executive, shall take reasonable steps to protect and conserve the property of the Union.
- 10.2.5 The Manager of Student Life, with the agreement of the Executive, shall appoint qualified external auditors for the purpose of verifying the accounts of the Union. The audited accounts shall be made available to members of the union as soon as they are finalised and copies shall be provided to the Office of Student Life at the earliest meeting.
- 10.2.6 Members of the Executive, the Council and full-time Union staff are entitled to an indemnity out of the property of the 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 President and the Manager of Student Life shall sign contracts on behalf of the Union in pursuance of the Union's aims and objectives.

10.3 Employment

- 10.3.1 The President, on behalf of the Union, shall employ all staff of the Union in-line with current employment legislation.
- 10.3.2 The Executive shall seek relevant expertise and work with the Manager 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 President to interpret the Constitution on a day-to-day basis.
- 11.2 Presidential constitutional interpretations can be over-ruled by Class Rep Council by means of a qualified majority vote.

Article 12: Affiliations

- 12.1 Should the Union wish to affiliate to a body, which directly or indirectly levies a membership fee on members on the Union or other such substantial fees, the decision to affiliate shall be taken only by referendum.
- 12.2 Class Representative Council may approve for the maximum period of two years membership of organisations that do not require an affiliation fee, which shall aid the Union in the pursuance of its objectives.
- 12.3 Should the 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 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 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 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 Union shall be committed to the principles of accessible, transparent and fair governance.

13.2.2 It is an aim of the union that its sabbatical officers maintain an open door policy, wherever possible.

Schedules

Schedule A: Referenda Outcomes

Schedule B: Class Rep Council Voting Policy

Schedule C: Officers of Class Rep Council

Schedule D: Standing Orders

Schedule E: Election and Referenda Regulations

Schedule F: Affiliations

Schedule G: Sabbatical Public Contract