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MIE STUDENTS' UNION

Marino Institute of Education Students' Union Constitution

Executive Council of the Students' Union

[Pick the date]



This document is for the consideration of the MIE Student Body and if a Yes vote is returned, this will be enacted commencing July 1st 2014

Contents

<u>Appendix</u>	p4
<u>Description of Union</u>	p4
<u>Aims and Objectives</u>	p5
<u>Structure of Union</u>	p6
<u>The Position of the Chairperson of the Union {Provision 1 & 2 & Financing a sabbatical officer}</u>	p7
<u>Financing the Union</u>	p7
<u>Duties of Chairperson of the Union</u>	p8
<u>Duties of the Vice-Chairperson of the Union</u>	p10
<u>Duties of the Education officer of the union</u>	p11
<u>Duties of the Welfare officer of the union</u>	p12
<u>Duties of the Clubs & Societies officer of the union</u>	p13
<u>Duties of the Sports Officers of the union</u>	p14
<u>Duties of the Entertainment officers of the union</u>	p14
<u>Duties of the Other Officers of the union</u>	p15
<u>Administrative Officer</u>	p15
<u>Terms of Office</u>	p16
<u>Exceptions to this term of office</u>	p16
<u>Elections</u>	p16
<u>Regulations of campaigning</u>	p16
<u>Students' Union</u>	p16
<u>Candidates</u>	p17
<u>Elections Committee</u>	p17
<u>Voting system</u>	p18
<u>Nominations</u>	p19
<u>Ballot papers</u>	p19
<u>Oversight of counting</u>	p19
<u>Returning Election Results</u>	p19

<u>Acting Officer Resigns or is successfully impeached</u>	p19
<u>In-coming Students' Union</u>	p20
<u>Referenda</u>	p20
<u>Responsibility of Union Officers</u>	p20
<u>Governance</u>	p21
<u>Referenda</u>	p21
<u>Council</u>	p21
<u>Governance regulations</u>	p22
<u>Attendance</u>	p22
<u>Agenda</u>	p22
<u>Decisions</u>	p22
<u>Chair</u>	p22
<u>Minute taking</u>	p22
<u>Confidentiality</u>	p23
<u>Apologies</u>	p23
<u>Resignations and removals from office</u>	p23
<u>Impeachment of an officer</u>	p23
<u>Student Union Meetings</u>	p24
<u>Executive Council</u>	p24
<u>General Students' Union meetings (GSUM)</u>	p24
<u>SSL Meetings {Or any other amended Council }</u>	p24
<u>External Meetings</u>	p24
<u>Congress of the Students' Union</u>	p25
<u>Communications</u>	p26
<u>Communication links</u>	p26
<u>Gaeilge</u>	p27

Membership:

All Full-time students and Students' Union officers are full members of the union of students in Marino Institute of Education.

Union:

The Union refers to the Union of Students of Marino Institute of Education.

Members:

This refers to the individuals that make up the union (All Full-time students and Students' Union officers are full members of the union of students in Marino Institute of Education).

Description of Union

The union is an independent model of MIE and elected officers shall be only answerable to the union members. The governance of the union shall be determined by referendum and voted upon by union members alone. Policies and legislation relating to the Union must be openly available to all union members and it is the duty of each officer to ensure this is so.

The union is a non profit organisation and any excess of funding is returned to union members via services provided to enhance student life in MIE.

An officer of the union is in no way to financially gain through activities relating to union work {with the exception of wages/expenses paid by the students' union}

Aims and objectives:

It is the role of the union to represent member's rights in a responsible and informed way. When these rights are being denied {as is perceived by the union} the union shall have an obligation to highlight this and protect its members. The duties of the union include

- Being a direct line of communication between members and MIE
- Ensure the welfare concerns and needs are listened to and supplied for
- To ensure the social aspects of student life are vibrant and continuous
- To refer and recommend improvements to the quality of education provided in the Institute
- To represent union members best interests at national forums and campaign for the protection and against the impingement of members rights

- To communicate efficiently and develop working relationships with external bodies who serve to protect member's rights. To work in collaboration with other unions who have common interests as this union and to work cooperatively on issues concerning students directly in Ireland.

Union members have the right to be free from discrimination. Discrimination based on disability, sexual orientation, gender preference, race, socio-economic background, faith, religion {or none}, political alignment and sex shall not be tolerated by the union. Union operations should therefore operate independent of such views; in an objective way.

This document offers members the structure of the Union and who they should contact about certain things that may relate to a large group of students (examples include miss-conduct, bringing the union name into disrepute, organised events within the Union that may clash with MIE planned activities/bookings). This will ultimately result in a proper and efficient reporting procedure and ensures that communication is present between the Union Officers and MIE.

Certain important elements within the Union will also be decoded and meaning provided for. The offices to be held by elected Student Union members includes Chairperson, Vice-Chairperson, Education, Welfare, Clubs and Societies, Cumann na Gaelach, Environment, Mature, Entertainment, Sport, Year heads and Class representatives.

Structure of Union:

The positions of Chairperson, Vice-Chairperson, Education, Welfare, Clubs and Societies, Environment, Mature Students, Year heads and Class representatives will be a single post occupied by one individual.

The positions in the offices of Cumann Na Gaelach will include two senior positions.

The positions of Sports and Entertainment will each include three positions; Two Senior officers and One Junior officer.

These positions are open for both Males and Females to contest. However in Sports alone, there must be a Senior Male Sports officer and a Senior Female Sports officer. The Junior Sports officer can be male or female.

Any member of the union can run for office in the MIE students' union elections.

Students who forward their name on for consideration in Student Union elections for a position on the Student's Union must be made aware of the duties they will have to carry out if elected to the position. This will be the responsibility of the Education Officer of the acting Union.

Only students willing to carry out these duties to the best of their ability shall forward their name for consideration. Once the student's name appears on the ballot paper, that Student shall

have entered into an agreement with Student body to affect these duties to the highest standard possible by them. If elected, this agreement shall turn into a commitment to applying both time and creativity to the position.

Student Union elections will be discussed later in the document.

The Position of the Chairperson of the Union:

Provision 1:

The Chairperson of the union shall act in this role as a sabbatical officer financed by union membership and answerable alone to the union.

Provision 2:

The Chairperson of the union shall continue to act in this role as a voluntary officer and remain answerable to both union members and MIE.

N.B

Provision1 motion carried.

Financing a sabbatical officer

Should provision 1 pass, the chairperson of the union will be financed in line with other heads of students' unions. The sourcing of this finance will be found in the student contribution made by capitated students annually and this is in line with the process adhered to in other colleges, universities and institutes. It will be a separate fund that will directly finance the wages of the sabbatical officer and therefore the individual will be answerable to the members of the union {and to them alone}.

Should provision 2 pass, the chairperson of the union shall continue in a voluntary capacity and this can only be changed by referendum. Current structures would therefore remain unchanged.

Financing the Union:

In line with practices in other colleges, universities and Institutes, a proportion of the student contribution annually is allocated towards union finances. The head of the union will consult with the institutes appropriate authorities and mutually agree a set percentage of this to be allocated towards union funding. Typically based on number of students in the Institute, the proportion of the student contribution paid by union members that will go toward the union will be used to provide services to union members. The union is as stated a non-profit organisation and funding received is reinvested into services for union members.

The Chairperson of the Union should:

1. Promote the Student Union in a positive way at all times.
2. Be a public figure for union members in MIE and be a friendly and approachable individual for all members.
3. Be aware of past/current and expected legislation referring to aspects that ultimately affects teachers in training/NQTs and the Education system as a whole.
4. Represent members of the union at national meetings (examples INTO, USI) and give the view point of members and fight for issues affecting them.
5. Remain objective when making important executive decisions on behalf of union members.
6. Meet frequently with Staff of MIE and forward on concerns of members to them through the medium of the student-staff liaison meetings {or any amended council} and where urgent, call a meeting outside of the student-staff liaison procedure.
7. Utilise the talents and expertise of not only other officers but union members.
8. Sign off on Cheques/Cash being made available to Officers of the union and other areas where funding is spent/ allocated. Operate as Chief financial officer.
9. Ensure that Officers are performing their duties in line with the commitment made when seeking election and then elected. Assisting officers in their duties where required.
10. Be accessible to members on a daily basis and upon receiving queries, follow these up with research providing a swift response where possible.
11. Delegating roles and duties to other Officers within the union.
12. When receiving outside communication from individuals (examples INTO, Teaching Council of Ireland) relay these communications to appropriate officers and allow the elected officers to continue the communication (This may be a request to speak to students of MIE etc.).
13. Ensure that union meetings remain on topic, a proper agenda is provided, integrity and fairness upheld, ensure respect of opinion during meetings, Chair the Student-Staff Liaison meetings on a regular basis, prepare as appropriate for external meetings (INTO, USI) and relay the information from such meetings to the union and the student body whilst documenting the information received and filing this in the Student Union office.
14. Prepare an end of year report as to the activities, successes and advancements made by the Student Union during the term of office. Publish financial accounts for students to access relating to the Student Union budget (income/expenditure) during the term of office. All this to be found on the union on-line presence.
15. Meet with First year groups during their orientation week and answer any questions they may have.
16. Oversee Student Union Elections and ensure election campaign rules are followed.
17. Meet with media where necessary and ensure that the opinions and concerns of the union are clearly communicated.
18. Propose amendments to the Student Union Constitution where necessary.
19. Act as the primary communications officer of the union.

20. Encourage discussion and effective communication between Student Unions of the Teacher-Training colleges of Ireland.
21. To represent the union to the best of his/her ability and to bring integrity, honesty, diligence and dedication to the position.

The Vice-Chairperson of the Union should:

1. Promote the union in a positive way at all times.
2. Be a real link between the officers of the union and aware of the responsibilities each officer has.
3. Offer assistance to the Chairperson and other officers where possible if needed.
4. To deputise in the absence of the chairperson.
5. Be a public figure for union members and be a friendly and approachable individual for students.
6. Be aware of past/current and expected legislation referring to aspects that ultimately affects teachers in training/NQTs and the Education system as a whole.
7. Represent the union at national meetings (examples INTO, USI) and give the view point of the members; fight for issues of concern.
8. Work together with the Chairperson on certain issues throughout the year that affect members.
9. Where the vice-chairperson believes the chairperson to be acting in a way that is unconstitutional (i.e. not in line with aforementioned conditions) he/she can seek a mandate to remove the chairperson from his/her position. The Mandate quota must be a 2/3 majority or more of entire union membership. In the event of this happening, the vice-chairperson takes office as chairperson with the acting Education Officer taking up the role of Vice-chairperson whilst continuing the Education aspect of his/her office.
10. Sign off on Cheques/Cash being made available to Officers in the Union and other areas where union funding is spent/ allocated. Act as the secondary finance officer.
11. Form the agenda for each SU meeting and any Student-Staff Liaison meetings chaired by the Students. This means the members of the Union who wish to raise an issue must email the Vice-chairperson prior to the meeting where possible to have this issue included for discussion.
12. Promote Education in MIE on a much broader scale than Primary alone. Encourage interaction of students across the courses offered in MIE in both Academic and Social elements (Integration).
13. Where changes are made to the conditions for employment of NQTs or any other area that affects training teachers/NQT's, the Vice-chairperson is to publish a small newsletter to inform students about these changes (assisted by the chairperson where needed).
14. Ensure that the Student Space is used as a hub for students to relax and interact with students. Making adjustments to the Student Space in an attempt to draw students to this area. Lobbying for improvements to student space as it's a primary concern to have such for the union.

The Education Officer of the Union should:

1. Promote the union in a positive way at all times.
2. Be a public figure for members and be a friendly and approachable individual for students.
3. Be aware of current legislation that affects the Education being received by Student Teachers and Students as a whole.
4. Create and over-see the Peer-on-Peer (POP) system each year. This system is a way of giving the in-coming new union members a 'Student Tutor' that they can turn to if assignment or exam pressure presents itself.
5. Ensure that regular interactions between POP's occur and the system operates successfully.
6. Research Work-shops that would be beneficial for School Placement/Work Placement and where possible invite such a workshop to MIE or refer to the School Placement/Work Placement co-ordinator on lecturing staff in MIE.
7. Communicate with School Placement and Work Placement Co-ordinators regarding the work experience programme and keep members aware of dates that placements must be organised/in what facilities appropriate and forward on information to students regarding the Inspector they have for SP.
8. Liaise with the staff in the Library and make requests for additional books and resources that students need and require. Also be a direct line of contact from the Library team to members.
9. Be creative in finding educational elements from each department within the Union. For example, working closely with the Environment Officer as the 'Green Flag' work done throughout the year is closely linked with aspects of curriculum (educating about conservation)
10. Creating online document sourcing that will be beneficial for members in terms of resources, lesson plans/schemes, lecture notes and sample essays.
11. Organise a TEFL (Teaching English as a Foreign Language) Course or be part of organising it for union members.
12. To liaise with the IT Department regarding the IT room and computers. Negotiate opening times and closing times and other issues such as printers malfunctioning, Passwords for Moodle and IT related inquiries.
13. Be an active person in matters relating to education throughout MIE.

The Welfare Officer of the Union should:

1. Promote the Union in a positive way at all times.
2. Be a public figure for members and be a friendly and approachable individual.
3. Operate under strict confidentiality.
4. Be professionally trained in matters relating to the welfare of union members.
5. Organise and co-ordinate 'Mental Health Week' as well as 'Sexual Health Week' in MIE each year. During both weeks, activities and events should help members to openly

discuss and become more aware of mental health issues, sexual health issues and the services available relating to both of these for members.

6. Meet on a regular basis with the Student Counsellor in MIE and report concerns to this individual as they arise.
7. Ensure that contraception where possible is available to union members.
8. Invite speakers to MIE to discuss issues relating to Welfare. As welfare is a broad spectrum, this will include any area that affect union members not only whilst in college, but personal life also (Workers' rights/Social justice/AN Other).
9. Work with the Entertainment officers on promoting activities in MIE that do not relate to alcohol.
10. Communicate with the Accommodation office where required or requested by a member or a group of members.
11. Never allow a union members call for help to go unanswered.

The Clubs and Societies Officer of the Union should:

1. Promote the Union in a positive way at all times.
2. Be a public figure for members and be a friendly and approachable individual for members.
3. Hold a seat on each student organised Club and Society in MIE and attend meetings where possible.
4. Encourage members to pursue positive interests and past-times in MIE. Whether this is music, sport or any other form of past-time, there is a place for this in MIE.
5. Ensure that the proper conditions for a Club or Society are followed. Where they are not, SU funding will not be made available. These conditions that must be satisfied for recognition of Club/Society status in MIE include
 - There must be 8 or more members to constitute a Club/Society
 - The Club/Society should be actively promoted and inclusive. There should be access (Anyone can join), availability (Meetings and Activities held at a time where all members, where possible can attend) and a fundamental ethos (A positive reason for having such a Club/Society in place) behind the Club/Society.
 - Each Club/Society must have a committee in place with a Chairperson, Vice-Chairperson and a Co-ordinator. The committee is not limited to three positions and more positions can be made available (eg. Public relations officer/President)
 - Any monetary contributions made by the Student Union to such a society must be accountable. Receipts will be required and should be given to the elected Clubs and Societies Officer.
 - Communication with Clubs/Societies Officer vitally important for success of the Club/Society. As stated, the Clubs/Societies officer must have a seat on each committee.

- When the Club/Society hosts an event, they will be required to fill out a short document/Template identifying the planning that went into it, the activities within the event itself and the results.

The Sports Officers of the Union should:

1. Promote the Union in a positive way at all times.
2. Be a public figure for members and be a friendly and approachable individual.
3. Promote all forms of Sport, whether it is recreational or competitive and emphasis placed on participation more so than winning.
4. Attend meetings (both internal & external) relating to the various teams in the college.
5. Mediate with the Games Development Officer in MIE and ensure that good communication is maintained between local GAA clubs and the Union.
6. Be active in the organisation of activities that do not involve alcohol.
7. Actively engage with and participate in the organisation of the annual 'Active Week' within MIE.
8. Organise sponsorship with local businesses for sports teams within MIE.
9. Up-date social media communications

The Entertainment Officers of the Union should:

1. Promote the Union in a positive way at all times.
2. Be a public figure for members and be a friendly and approachable individual.
3. Organise and oversee the extra-curricular aspect of learning associated with college life.
4. Daytime activities to engage the members who are not in a position to go on union nights out.
5. Organise several union nights out throughout the year to promote social aspects of MIE student life.
6. Where possible, organise events that are accessible to all union members and do not clash with assignment/college work.
7. Up-date social media forms of communication relating to events and highlight the vibrant social aspect of MIE via this method.

Other Officers:

Other Officer positions are particular to the type of role the individual should play. For example the primary objective of the Environment Officer is to promote and actively engage in activities that highlight conservation and wastage issues.

Cumann na Gaelach officers duties include promotion of the Irish language and culture {but not to the detrimental effect of any other language or culture}, translating SU relating publications, having a strong coherent annual campaign in encouraging students to get involved within the society and to actively work with and in collaboration with other Cumann Gaelach organisations nationally.

Mature Student Officer must ensure that events occur throughout the year to engage mature members in student life.

Year Head officers must ensure that the various aspects of student life pertaining to the group of representation are represented. The Year head is to collaborate with effectively other members of the union in ensuring the members they represent have been recognised when executive decisions are being made. It is the responsibility of the Year head officers to bring concerns to the students union and have these addressed.

Class representatives have a duty to inform the respective Year Head officers about issues particular to their represented union members. Mutual ongoing collaboration and communication is pivotal to the class representative position. Class representatives are also encouraged to organise social gatherings for their groups in order to fully integrate more with the union body.

Administrative officer {AO}:

- The union shall require an administrative officer and this shall be a full time member of the MIE staff. Duties of the AO include but are not limited to the following:
- To support the needs and requirements of elected union officers
- To take the minutes of meetings of council, however the AO will not be a member of the council
- To act in his/her capacity as a co-treasurer of the union

Terms of Office:

The term of office of the Union begins on July 1st and concludes the following June 30th annually. The in-coming Students' Union must take part in a training/planning week the week post End of Year exams. It is during this week the in-coming officers will be trained in their prospective positions.

The out-going Union introduces the in-coming Union to their network during this week. Also the outgoing Union must transfer all means of communication (office/folders/social media and so forth) to the in-coming Students' Union no later than 30th June annually.

Exceptions to this term of office:

The Administrative officer shall have no fixed term of office.

Elections:

Annually the Students' Union elections are coordinated by the 'Elections Committee' which will comprise the Executive Council and be Chaired by the sitting Education Officer. Final dates of nominations will be established by the committee and a reasonable time will be allowed for campaigning (typically minimum 10 days).

Regulations of Campaigning:

Students' Union

Union officers shall not openly or publically favour one candidate over another. The Union officers are prohibited to favour any individual candidates through means of communication {this extends to social media pages/emails etc.}. Union officers shall at all times remain impartial and it is the duty of the Elections Committee to ensure this.

Candidates:

Individuals in pursuit of election must carry out their campaign under the procedures and protocols established by the Elections Committee. Candidates are not to use closed social media pages/groups to compare campaigns of other candidates {whether this be positive or negative}. As this is a Democratic union, all aspects of campaigning must be so and closed social media methods are not allowed to be used as a medium for politics.

Campaigning cannot take place within the lecture settings or on polling day. Failure to adhere to this will result in disqualification from the election race.

Elections Committee:

- Chaired by the Education Officer
- Comprises 5 members of the Executive Council
- Establishes rules and regulations for campaigning

- Identifies dates for which nomination entries must be in by
- Organises an opportunity for Presidential and Vice-Presidential candidates to publically outline policies {where the chair again will be the acting Education Officer}
- Educate the students in Proportional Representation
- Ensure each candidate is given an equal platform to base a campaign on
- On polling day, ensure no campaigning occurs for any of the positions
- Ensure the appropriate apparatus is used to put up posters/advertisements by candidates
- Should a candidate act in a way that is contrary to the constitutional boundaries, the Elections committee must remove the candidate from the election process

Voting system:

All union elections shall follow a procedure called proportional representation

All Union election voters shall have a secret ballot and shall vote by Single Transferable Vote (STV) system.

Preference should be indicated by voting 1, 2, 3 etc in order of preference of candidates.

If a situation arises whereby first preferential vote is not clearly distinguishable, the vote is deemed 'spoiled' and void.

The Executive Council shall be responsible for Counting Votes.

The system for counting PR-STV shall be as follows:

For the purposes of counting votes, RON shall be treated as a candidate.

Votes are organised into two separate systems of counting, one for spoiled votes and one for first preferential candidates.

The votes in each category are counted.

The valid poll (A) shall be calculated by summing the votes for all candidates summed.

The number of seats (B) in the constituency is ascertained.

The quota($Q = \frac{A}{[B+1]+1}$), which shall be the number of votes required to be declared elected without elimination of other candidates, is calculated by dividing the valid poll by the number of seats plus one, and adding one.

- a. Any candidate that has a number of votes greater than or equal to Q shall be declared elected.

If the number of candidates elected does not equal B, the count shall continue. If the number of candidates elected equals B the result of the election shall be returned and the count shall end.

If the candidate with the largest number of votes has a number of votes greater than Q , their votes in excess of Q (surplus) shall be transferred proportionally to other candidates according to the next highest preference on each ballot. The Surplus is divided by Q to give the value of each proportionally transferred vote.

If no remaining candidate has a number of votes greater than or equal to Q , the candidate with the fewest votes is eliminated and their votes are transferred to other candidates according to the next highest preference on each ballot.

This process is iterated from point a. (Trinity College Dublin, the University of Dublin SU Constitution)

Nominations:

- Any member of the union can nominate themselves for an officer position.
- The member can only nominate themselves for one position alone {multiple positions are not allowed}
- The member must follow the protocol as established by the chair of the elections committee and final dates for submission of nomination must be met.

Ballot papers:

1. Candidates' names must appear in alphabetical order based on surnames
2. RON (Re-open Nominations) will be included and treated as a candidate

Oversight of counting:

An independent returning officer from the previous year's Union will be requested to over-see the counting and this acquirement will be done by the Chairperson of the Elections committee.

Returning Election Results:

1. Results will be returned once the counting and distribution of votes has taken place and the Chair of the Elections Committee is satisfied the result has been democratically reached.
2. The percentage and number of first preference votes will be published along with the identification of the successful candidate in each position.
3. Unsuccessful candidates can lodge an appeal up to 3 days after the returned results. Whereby this occurs, counting must re-occur. Candidates must identify their reason for this request.

Acting Officer Resigns or is successfully impeached

An election must take place. One week is allocated to open nominations and voting must take place to elect a new officer within 2 weeks of closing nominations.

In-coming Students' Union:

The term of office of the Union begins on July 1st and concludes the following June 30th annually. The in-coming Union must take part in a training/planning week the week post-exams. It is during this week the in-coming officers will be trained in their prospective positions.

The out-going Students' Union introduces the in-coming Students' Union to their network during this week. Also the outgoing Union must transfer all means of communication (office/folders/social media and so forth) to the in-coming Students' Union no later than 30th June annually.

Referenda

1. A referendum can be called when 2/3rds of the executive council recommend and agree to do so
2. Signatories of 30% of overall union membership are reached relating to an issue.
3. The referendum must take place no earlier than 3 academic weeks and no later than 6 academic weeks after the calling of the referendum.

Responsibility of Union Officers:

- The elected officers must remain impartial and objective and provide an unbiased account of the referendum.
- Whereby referendum relates to impeachment of a union officer, the officer is excluded from the referendum discussions

Governance

Referenda:

The members in referenda shall be the independent body of the union

Council:

This refers to the executive council comprising the following:

1. Chairperson of the union
2. Vice Chairperson of the union
3. Education officer
4. Welfare officer
5. One other officer elected

The council will decide union protocol and policy. The council will indeed consider the input of the other officers of the union in deciding this. The aims and objectives must also be considered and indeed adhered to.

Governance regulations

Attendance:

A minimum of 3 officers must be present for a meeting to be valid. Union business shall not be discussed if a minimum of 3 officers are not present.

Agenda:

A clear outline of the meeting must be supplied in advance to the meeting. This is mandatory for each meeting of the union.

Decisions:

1. A decision of the union shall be binding when:
2. A majority of all present at the meeting is reached
3. Full consensus of all voting members

Chair:

Each union council meeting must have a chair. The responsibility the chair has is as follows:

- Fair allocation of speaking time
- Respect of opinions
- Management of the meeting
- Duration of the discussion

- Order of speakers

In the event of a vote being tied, the chair shall have the casting vote and shall vote against the item.

Minute taking:

Each official meeting of the elected officers must have a secretary. The AO shall act in this capacity.

Confidentiality:

Any council or sub-committee of the union, with the distinct exception of the executive council can vote to go in camera for a proportion of discussion. Details of discussion will continue to be documented and if so wished by the council {or sub-committee}, published at a later date.

Apologies:

Whereby a member of a council is unable to attend, it is expected that they inform the AO at least 24 hours prior to council sitting. In exceptional circumstances, the AO can be informed after the meeting of apologies {which can be included in the minutes} however the individual must supply a valid reason for this.

Resignations and removals from office:

1. Any officer wishing to resign their seat must do so in writing to the Chairperson of the union.
2. Whereby the Chairperson wishes to resign, he or she must do so in writing to the AO.
3. Election to a position vacated due to resignation will be discussed later.

Impeachment of an officer:

An officer of the union can be removed from office if:

The individual is behaving contradictory to the constitution. This is decided ultimately by referendum. Signatories of 30% of the entire union membership are required to bring this motion to referendum and until such a point as a result is returned, the officer shall remain active in their role {but not in this referendum}.

Student Union Meetings:

Executive Council:

Three official meetings of the Executive Council must take place in each semester. The Meetings will be chaired by the Chairperson of the Executive Council and the AO will act as secretary. Meetings will revolve around larger issues of students' concerns; examples of such include national representation of the student-body, representation of student-body within the institute, amendments to the constitution and other structural concerns. Some issues discussed may be of a confidential nature and at the end of each sitting; the Chairperson is to outline the elements that were discussed in confidence.

General Students' Union meetings (GSUM):

All elected members of the Students' Union are invited to attend these meetings. More general than Exec meetings, this type of meeting can occur as often as so wished/required by the Executive Council.

SSL Meetings {Or any other amended Council}:

The Executive Council are the only student representatives that will be required for such meetings. There shall be a GSUM prior to a SSL meeting whereby the entire Students' Union may have an opportunity to propose elements for discussion at this meeting.

External Meetings:

The Chairperson and Vice-Chairperson (or their nomination) of the Executive Council (must be member of Exec) act as the representation of MIE Students' Union at national meetings. Examples of such can include INTO and Department of Education meetings. The Chairperson and Vice-Chairperson also act as representation of the Union in terms of media relations and with other SU organisations.

Congress of the Students' Union:

The annual Congress of the Students' Union must take place in the second semester of the academic year. The purpose of this council is to discuss issues that directly or indirectly affect the student-body in MIE. Recommendations for amendments to the Students' Union Constitution can be made. This Congress is open to all members of the Union and Individuals that are invited by the Executive Council to attend. A publication must be circulated after the Congress by the Students' Union outlining the issues discussed proposed inclusions/amendments/abolishment items to the Students' Union constitution to be voted on

the day of polling for in-coming SU annually. At least 14 days notice must be given as to the date of Congress and items wished to be included for discussion must be submitted at least 10 days prior to Congress.

The Congress will be chaired by the Chairperson of the Executive Council and the Secretary will be the AO.

Any individual member of the Union wishing to speak at Congress must outline their desire to do so to the AO and the issue they will raise at least 10 days prior to the sitting.

The Congress will be the opportunity to highlight the vision and strategic plan of the union and to inform members of the work being done by the union on behalf of the members, whereby the union accounts will be freely accessible for all union members.

Communications:

The primary representative of the Union is the Chairperson of the Executive Council. In his/her absence, the Vice-Chairperson will deputise {or a designated member of the Executive Council}. Internal communications between the different Departments in MIE and the Executive Council will be done so via email outside of SSL medium (or in exceptional circumstances in Person). The following are the SU members designated for communications internally with the various Departments:

Communication links:

- Chairperson of Executive Council: President of Marino Institute of Education, Chaplaincy Team, Conferencing and Facilities Department and Finance Department. Contact to be made via email at supres@momail.mie.ie
- Vice-Chairperson of Executive Council: Registrars Office. Contact to be made via email at suvs@momail.mie.ie
- Education Officer: Library team, School Placement/Work Placement Department and the IT Department. Contact to be made via email at edsu@momail.mie.ie
- Welfare Officer: Student Counselling service, Suaimhneas. Contact to be made via email at welfaresu@momail.mie.ie
- Cumann Gaelach: Gaeilge Department. Contact to be made via email at gailgesu@momail.mie.ie
- Sports Officers: Sport. Contact to be made via email at susport@momail.mie.ie

Gaeilge:

- The Union will work towards the betterment of the first language of the state within the Institute.

Cuireadh Aontas na Mac Léinn béim ar chuir chun cinn céad teanga na stáit san institiúid.

- All documentation published and relating to the SU will be bilingual which will indeed include constitutional framework and legislation.

Beidh gach doiciméad foilsithe agus bainteach le hAontas na Mac Léinn dátheangach, creatlach bunreachtúla agus reachtaíocht san áireamh.

- No prejudice is to bespeak the SU relating to matters of native speakers or students obtaining the language via instruction.

Ní dhéanach claontacht ar Aontas na Mac Léinn le hábhair a bhaineann le cainteoirí dúchais nó mic léinn a úsáideann an teanga.

- The cumann gaelach will operate and function in a way that best promotes Gaeilge, Irish Culture and heritage.

Oibreoidh agus feidhmeoidh an Cumann Gaelach an tslí is fearr chun an Ghaeilge, cultúr agus oidhreacht na Gaeilge a chuir chun cinn sa choláiste.

- Constitutionally, 2 senior positions on the Union will be reserved annually for officers in this society.

De réir an bhunreacht, beidh 2 ionad sinsir sa hAontas na Mac Léinn do hoifigigh sa chumann seo gach bliain.