



**Constitution of the
Atlantic Technological University Sligo
Students' Union**

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THE CONSTITUTION OF THE ATLANTIC TECHNOLOGICAL UNIVERSITY SLIGO STUDENTS' UNION

Article 1 Name

- 1.1 The name of the Students' Union shall be the Atlantic Technological University Sligo Students' Union (Hereinafter referred to as ATUSSU).

Article 2 Aims and Objectives

- 2.1 The aim of the ATUSSU will be to represent, promote, defend and extend the rights, interests and wellbeing of students during their course of study and act as the recognised channel of communication between the student body and the Atlantic Technology University (hereinafter called "The University").
- 2.2 The objectives of ATUSSU shall be pursued only within its constitutional regulations and within the law of the Republic of Ireland. ATUSSU will achieve its organisational aims by;
- 2.2.1 Representing the student voice to university officers and on university committees, to the wider community served by the university and to national and international organisations that have an impact on students' lives,
- 2.2.2 Promoting the active participation of students in all its activities and providing forums for democratic discussion and debate through which students as ordinary members can shape the work of ATUSSU,
- 2.2.3 Supporting students during their time at university by providing information, advice and guidance on student finance, academic matters and wider issues of wellbeing,
- 2.2.4 Enhancing the student experience by facilitating the organisation of social and cultural activities.
- 2.3 The aims and objectives of ATUSSU shall be carried out in such a way that it will be inclusive of its members and not discriminate against those who have protected characteristics in law.

2.4 ATUSSU will foster and encourage the freedom of speech, expression, assembly and association amongst its members.

2.5 ATUSSU will strive to be independent of any political party or religious body (except in so far as may be necessary for the support of a disadvantaged section of society).

Article 3 Powers of the Union

3.1 All powers of the Union derive from the members whose right it is to decide all questions of policy and elect their representatives and officers in accordance with this Constitution.

3.2 The Union is empowered to own and acquire assets and to create liabilities, subject to the terms of this Constitution.

3.3 ATUSSU has established a corporation incorporated under law with limited liability, which is the beneficial owner and shall be known as ITSSU Limited. It shall be entitled to incorporate or established, from time to time, further corporations and entities in order to further its aims.

3.4 ITSSU Limited and its subsidiary or associated companies shall hold the funds, assets and liabilities of the Union and manage all commercial services or other financial or trading activities on behalf of the Union. ITSSU Limited is empowered to establish, acquire, and dispose of any subsidiary companies to act on its behalf.

3.5 All revenues of the Union, from whatever source arising, shall be the property of ITSSU Limited and shall be managed in accordance with law.

3.6 The sole and exclusive power to bind the Union to a lawful contract is hereby vested in the Board of ITSSU Limited, and its or their lawfully appointed Agents; no other authority, body or person so elected or established under this Constitution has the power to bind the Union to a lawful contract. ITSSU Limited shall regulate its own affairs subject to the laws of Ireland and shall endeavour to be cognisant of the policies of the Student Senate.

3.7 The Board of ITSSU Limited and its subsidiary or associated companies shall be governed in accordance with the laws of Ireland, and its Board shall consist of such persons who in the opinion of the Student Senate are able and willing to act, as per Schedule D of this Constitution.

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- 3.8 The Student Senate and the Board of ITSSU Limited shall agree a written protocol which shall form the basis for mutual understanding and cooperation between both parties. This protocol shall be included in a Schedule of this Constitution.
- 3.9 The President in conjunction with the Board of ITSSU Limited shall publish an Annual Service Plan in tandem with the Programme of Work that is then submitted by the President to the Student Senate, for its consideration and approval, before week 6 of the academic calendar.
- 3.10 The Student Senate shall note the appointment of auditors to ITSSU Limited, and any other company so established by it, and shall note any accounts, reports or other communications so produced by ITSSU Limited, any subsidiary of ITSSU Limited or from an auditor thereto. The Student Senate, on the advice of ITSSU Limited, shall cause all such reports to be published.
- 3.11 The responsibility for implementing and overseeing the work of the Union is exercisable by the Student Senate, and where appropriate, by the Executive under the leadership of the President, in accordance with this Constitution.
- 3.12 Elect and where necessary censure and/or dismiss full time sabbatical officers of ATUSSU as defined in Schedule E (Elections).
- 3.13 Authorise the Employment of such staff as are necessary to support the Students' Union Executive and to provide for their remuneration.
- 3.14 Affiliate to organisations with similar aims and objectives to further the constitutional aims of ATUSSU.
- 3.15 Create standing forums and other such ad hoc groups as from time-to-time ATUSSU deems necessary to carry out its aims and objectives.
- 3.16 Enter into agreements with other Students' Unions to permit reciprocal arrangements for the provision of general facilities to be made available to the members of such Student Unions.
- 3.17 Do anything lawful to achieve the aims and objectives of ATUSSU.
- 3.18 Amend the Constitution and associated Schedules.

Article 4 Membership

4.1 There will be four categories of membership of ATUSSU, Ordinary Membership, Life Membership, Reciprocal Membership and Temporary Membership. The rights, responsibilities and benefits of each category are defined in Schedule A (Membership) to this constitution.

4.2 Ordinary Membership

4.2.1 Ordinary members are students in all modes of study registered at the University.

4.3 Life Membership

4.3.1 Life members are graduates of the University who have applied for and been granted life membership status in accordance with regulations set out in Schedule A (Membership).

4.4 Reciprocal Membership

4.4.1 Reciprocal members are members of other Students' Unions or organisations that have entered into a Reciprocal Arrangements Agreement with ATUSSU and may benefit from such services as defined in Schedule A (Membership).

4.5 Temporary Membership

4.5.1 Temporary members are student visitors to the University who for a period are present on one of the campuses represented by ATUSSU.

Article 5 Elected Officers

5.1 There will be three Full Time Elected Officers who will take remunerated "Sabbatical Office" for a year serving from 1st July to the 30th of June the following year.

5.2 There will be a President of ATUSSU whose role will be to represent students in the Sligo Region as well as students who are engaged in online distance learning. The President will be accountable to the Student Senate. This officer will be elected by a secret ballot of students studying at courses located within the Sligo Region and by students who are engaged in online distance learning at the Atlantic Technological University.

5.3 The following Full Time Elected Officers will take remunerated "Sabbatical Office" in ATUSSU.

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- 5.3.1 Vice President Academic Life (Deputy President), Vice President for Wellbeing and Student Engagement. These officers will be elected by a secret ballot of students studying at courses located within the Sligo Region and by students who are engaged in online distance learning at the Atlantic Technological University. These officers shall report to and be held accountable by the Student Senate.
- 5.4 There will also be six Part Time Officers elected for a year from 1st July and 30th June the following year. Their role will be to represent students from specific student communities or functions of the Atlantic Technological University Sligo as well as students who are engaged in online distance learning at the Atlantic Technological University. Part Time Officers shall be accountable to the Student Representative Council and will be elected by a secret ballot of students studying at courses located within the Sligo Region and by students who are engaged in online distance learning. The Part Time Officer roles shall be;
- 5.4.1 Oifigeach na Gaeilge / Irish Language Officer,
- 5.4.2 Diversity and Inclusion Officer,
- 5.4.3 Mature Students Officer,
- 5.4.4 International Students Officer,
- 5.4.5 Sustainability Officer,
- 5.4.6 Postgraduate Students' Officer.
- 5.5 The President, Vice Presidents, Part Time Officers shall collectively act as the Students' Union Executive for ATUSSU.
- 5.6 All Student Representatives shall be elected in accordance with regulations set down in Schedule E (Elections).
- 5.7 All ordinary members are entitled to stand for elected office within ATUSSU in line with regulations set out in Schedule E (Elections) to this constitution.
- 5.8 All elected officers will have defined remits as set out in Schedule C (Officer Remits) to this constitution.
- 5.9: No ordinary member may hold the same position on the Executive Committee for more than two terms of office. No Ordinary Member may hold full time paid "Sabbatical" office for more than three terms of office.

Article 6 Decision Making

6.1: The decision-making bodies of ATUSSU shall be,

6.1.1 Students' Union Executive,

6.1.2 The Student Senate,

6.1.3 Student Representative Council,

6.1.4 Referendum.

6.2 All meetings of ATUSSU shall be conducted in line with Regulations set out in Schedule B (Democratic Structures).

6.3 The Student Senate

6.3.1 The Student Senate shall be the primary policy making forum of ATUSSU. It will meet at least four times a year at a time, place and date agreed by the Students' Union Executive.

6.3.2 The Student Senate shall have the power to pass policy for the whole of ATUSSU and make amendments to the schedules of this constitution.

6.3.3 The Student Senate shall also have the power to activate article 9.3 of the constitution in line with regulations set out in Schedule B (Democratic Structure). Decisions made by a referendum shall take precedence over decisions of the Student Senate.

6.3.4 The membership of the Senate shall be;

6.3.4. a The President,

6.3.4. b All Vice Presidents,

6.3.4. c All Part Time Officers,

6.3.4. d Elected Faculty and School Representatives.

6.4 Annual Conference

6.4.1 One meeting of the Student Senate shall be designated as an Annual Conference of ATUSSU. This meeting may be held physically or online or a combination of both.

6.4.2 The Annual Conference of ATUSSU shall receive an annual report from the Executive Committee, and the annual audited accounts for the previous financial year. It shall also discuss the usual business of the Student Senate.

6.4.3 Voting members of the Annual Conference shall be the members of the Student Senate.

6.4.4 The ATUSSU Annual Conference shall consist of any ordinary member who holds an elected position at Executive, Student Senate or Student Representative Council of the Students' Union to observe and participate with speaking rights.

6.4.5 The ATUSSU Conference will also facilitate training, development, and information events for all those attending at the discretion of the Executive Committee.

6.5 **Referendum**

6.5.1 ATUSSU shall, subject to the approval of the Student Representative Council, hold a referendum on matters relating to the policy of ATUSSU. A referendum will be conducted in line with regulations set out in Article 9 & 10 and Schedule B (Democratic Structures).

6.6 **Students' Union Executive**

6.6.1 The President and Vice Presidents and Part Time Officers shall form the Students' Union Executive of the Students' Union.

6.7 **Student Representative Council**

6.7.1 There shall be a Student Representative Council which shall consist of all Class Representatives of students studying on campuses in the Sligo Region as well as online distance learning students.

6.7.2 There will be at least two meetings of the Student Representative Council in each semester with the times and dates to be agreed at the first meeting of the Student Representative Council. The same meeting will decide whether meetings are to be held in person or online or a combination of both.

Article 7 Finances

7.1 ATUSSU shall have Financial Regulations that will specify the financial governance of the Students' Union. These regulations will be in line with best practice as agreed by the board of ITSSU Limited.

Article 8 Elections

8.1 ATUSSU shall have Election Regulations that will specify the electoral processes of ATUSSU.

8.2 The Election Regulations will be set out in Schedule E (Elections) to this Constitution.

Article 9 Amendments to the Constitution

9.1 All previous constitutions for the Students' Union of the Regional Technical College/Institute of Technology and other partners who have merged to form the Atlantic Technological University Sligo 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.

9.2 In the event of a dispute as to the interpretation of any part of this constitution the ruling of the President shall be sought. This ruling will be open to challenge by a majority vote of the Student Senate.

9.3 Any provision of this Constitution may be amended, whether by way of variation, addition, or repeal in a manner provided for by this article.

9.4 Article 9.3 may be activated by way of a petition moved by any one of the following;

9.4.1 not less than five percent of the membership of the Union,

9.4.2 50% of the membership of the Student Senate,

9.4.3 50% of the membership of the Student Representative Council,

9.4.4 the Executive following a majority vote.

9.4.5 Such a petition which includes the proposed amendments must be presented to the Chair of the Student Representative Council where it must receive the support of fifty percent plus one of the total membership of the Council.

- 9.5 Following acceptance of the petition by the Student Representative Council, the Chairperson may seek legal advice to consider implications of the proposed amendment and report back within a period set by the Council.
- 9.6 The Council, having considered the legal advice, 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.
- 9.7 Every petition, 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, the result of any referenda shall be decided by a two-thirds majority of those voting providing that the voter turnout is not less than ten percent of the total membership of the Union.

Article 10 Amendments to Schedules to the Constitution

- 10.1 Schedules shall be understood to be supporting detail to the articles of this Constitution and shall be as binding on the operations of the Union except where;
- 10.1.1 If a Schedule is in contradiction with an Article, the Article will always take precedence over the Schedule, and
- 10.1.2 Nothing contained in any proposed schedule shall be permitted that is in breach of the laws of Ireland or is prejudicial to good governance of the Union, under the terms of this Constitution.
- 10.2 Schedules may be added to, amended or deleted from the Constitution by way of a petition moved by any one of the following;
- 10.2.1 not less than two percent of the membership of the Union,
- 10.2.2 25% of the membership of the Student Representative Council,
- 10.2.3 25% of the membership of the Student Senate,
- 10.2.4 the Executive following a majority vote.
- 10.2.5 Such a petition which includes the proposed amendments must be brought before the Student Representative Council, where it must receive the support of fifty percent plus one of the total membership of the Council.

- 10.3 Following acceptance of the petition by the Student Council, the Chairperson may seek legal advice to consider implications of the proposed amendment and report back within a period set by the Council.
- 10.4 The Council, having considered the legal advice, 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.
- 10.5 The adopted petition will then be brought to the attention of the members in a manner deemed appropriate by the Student Senate. Where 10% of the membership objecting in writing to the petition within 28 days it will then be put to the membership by referendum the result being decided by a simple majority of those voting providing that the voter turnout is not less than ten percent of the total membership of the Union, otherwise the amendment, as adopted by the Council, shall stand.

Article 11 Transfer of Undertakings

- 11.1 All powers, functions, rights, privileges, rights of nomination, contracts, liabilities and other matters whatsoever exercisable in or in respect of Institute of Technology Sligo Students' Union LIMITED (ITSSU Limited) or any other commercial entities owned or associated thereto, immediately before the date of the coming into force of this Constitution, whether by virtue of the Constitution then in force or otherwise, by the authority in which the executive powers of the Institute of Technology Sligo Students' Union, was then vested are hereby declared to belong to the ATUSSU or its associated companies.
- 11.2 It is hereby enacted that, save to the extent to which provision is made by this Constitution or may hereafter be made by way of policy for the exercise of any such powers, functions, rights, privileges, rights of nomination, contracts, liabilities and other matters by any of the organs established by this Constitution, the said powers, functions, rights, privileges, rights of nomination, contracts, liabilities and other matters shall not be exercise or be capable of being exercised in or in respect of ATUSSU save only by or on the authority of ITSSU Limited.

Article 12 Principles for Service Delivery

- 12.1 ATUSSU shall strive to ensure equal access for all of its members to services and support of the Union and University and shall seek to ensure that service is delivered to a high standard, and on a fair and equitable basis.
- 12.2 The Executive shall conduct surveys and other instruments of conducting research into the opinion, practices and procedures of the University and the Union on a regular basis. Such research may be used for the purposes of improving the quality and delivery of services and support to the membership by ATUSSU and the University.

Article 13 Review of this Constitution

- 13.1 No later than 30th April 2023 the Executive shall bring a proposal to the Student Senate setting out a process for the review of this Constitution to be considered no later than at its meeting of November 2023.
- 13.2 The Review shall seek the opinions of all students at the effectiveness of ATUSSU in its first year of operation with a view to proposing any amendments deemed necessary.
- 13.3 Such proposed amendment shall then be referred to the Student Council to be considered with Articles 9 and 10 of this Constitution as appropriate.

Article 14 Enactment

- 14.1 This Constitution shall come into effect at 12:01am on the first day of April 2022 having been ratified by referendum.
- 14.1 The rules pertaining to elections specified in this Constitution shall come into effect at 09.00am on the day after it is ratified by referendum.

Article 15 Arbitration and Mediation

- 15.1 All disputes and questions that arise from this Constitution that arise between the Members, Officers or other parties regulated by this Constitution or any question arising as to the construction or application of any part or any clause or thing herein contained shall be referred to mediation by a single mediator to be appointed by all the persons in dispute.
- 15.2 If a mediator cannot be agreed by the parties within one month of one of the parties first proposing a mediator, or if the dispute is not resolved within 6 months of the appointment of the mediator, then unless otherwise agreed by all the persons in dispute, the dispute shall be referred to a single arbitrator to be appointed by all the persons in dispute or in default of agreement On the application of any such Partner by the President for the time being of the Law Society in accordance with and subject to the provisions of the Arbitration Acts 1954 to 1998 or any statutory modification or re-enactment thereof for the time being in force.
- 15.3 If the arbitrator or mediator relinquishes their appointment or if they die or if it becomes apparent that for any reason they are unable or has become unfit or unsuited (whether because of bias or otherwise) to complete their duties or if they are removed from office by Court Order, a substitute may be appointed in their place and in relation to any such appointment the procedures hereinbefore set forth apply as though the substitution were an appointment de Novo which said procedures may be repeated as many times as necessary.

Schedule A - Membership

1.1 Categories of Membership

1.1.1 The Constitution allows for four categories of membership as follows:

1.1.2 Ordinary Membership

1.1.3 Life Membership

1.1.4 Reciprocal Membership

1.1.5 Temporary Membership

2.1 Withdrawal of Membership

2.1.1 The Students' Union Executive shall have the right to withdraw membership from individuals in all categories of membership with the exception of Ordinary Membership.

3.1 Ordinary Membership

3.1.1 All full time and part time students registered on a course in the Sligo Region as well as students who are engaged in online distance learning shall be deemed to be Ordinary Members of ATUSSU. This shall include full and part time study, postgraduate study (taught and research), and those on a distance learning programme.

3.1.2 All full-time elected officers of ATUSSU shall be deemed to be Ordinary Members for the duration of their term of office. They will also cease to be Ordinary Members if they resign or are removed from office.

3.1.3 Ordinary Membership shall cease if an individual is no longer a registered student at the University as defined in 3.1.1.

3.1.4 Ordinary Members may use or make arrangements to use facilities and premises that ATUSSU provides with the exception of the ATUSSU offices which shall be subject to the discretion of the Students' Union Executive.

3.1.4 Ordinary Members may become a member of any club or society which is funded and supported by ATUSSU and may become office bearers in such clubs and societies.

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They may attend any meeting or participate in any activities organised by a club or society receiving funding from ATUSSU, provided they are members of the club or society.

3.1.5 The Full Time Elected Officers of ATUSSU shall be ex-officio members of all registered clubs and societies during their term of office.

3.1.6 Ordinary members have the right to stand in, vote and participate in the democratic structures of ATUSSU as defined in the Schedules to this Constitution.

3.1.7 Ordinary members must have access to and may receive on request from ATUSSU the Union Constitution, Schedules, Budgets and Financial reports.

4.1 **Life Membership**

4.1.1 Former Ordinary Members of ATUSSU may apply to the Students' Union Executive to be granted Life Membership.

4.1.2 Life Members are not entitled to hold office or be present at or take part in any meetings of ATUSSU, unless invited to do so by a majority of members present at a meeting of ATUSSU.

4.1.3 Life Members are not entitled to vote or be candidates in ATUSSU elections, referenda, or meetings.

5.1 **Reciprocal Membership**

5.1.1 ATUSSU may enter into reciprocal membership agreements with other like-minded Students' Unions which will allow entry into each other's premises and use of other services as agreed and defined by the Students' Union Executive.

5.1.2 Reciprocal Membership agreements will be signed between the Students' Union Executive of ATUSSU and the appropriate democratic body of the Students' Union wishing to enter into a reciprocal agreement; The services and privileges of reciprocal membership will be defined by the agreement between the two parties concerned.

5.1.3 Reciprocal members will be required at all times to adhere to the policy, rules and regulations of ATUSSU in the event of breach by a Reciprocal Member that member will be referred to the disciplinary procedures of their own Students' Union by the ATUSSU Students' Union Executive.

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5.1.4 Reciprocal members are members of their Students' Union and as such their rights and privileges are not transferred to ATUSSU and they are not entitled to attend meetings of ATUSSU or to vote in ATUSSU elections, referenda, or meetings

6.1 **Temporary Members**

6.1.1 Temporary Membership can be granted to individuals engaged in work, temporary programmes and conferences associated with Atlantic Technological University or ATUSSU at the discretion of the Students' Union Executive.

6.1.2 Temporary Members are not entitled to hold office or be present at or take part in any meetings of ATUSSU, unless invited to do so by a majority of members present at a meeting of ATUSSU.

6.1.3 Temporary Members are not entitled to vote or be candidates in ATUSSU elections, referenda, or meetings.

Schedule B - Democratic Structure

1.1 Democratic and Decision-Making Structures

- 1.1.1 The governance bodies and democratic decision-making structures of ATUSSU shall be;
- 1.1.2 The Student Senate (one meeting of which shall form an Annual General Meeting of ATUSSU),
- 1.1.3 A Referendum,
- 1.1.4 Students' Union Executive,
- 1.1.5 Student Representative Council,
- 1.2 The governance structures named in 1.1.2 – 1.1.5 shall function as defined in the sections that follow.

2.1 Student Senate

- 2.1.1 The Student Senate will consist of;
- 2.1.2 The President,
- 2.1.3 All Vice Presidents,
- 2.1.4 All Part Time Officers,
- 2.2 Faculty and Department Representatives,
 - 2.2.1 Faculty of Engineering & Design x 1 Rep,
 - 2.2.2 Faculty of Business & Social Science x 1 Rep,
 - 2.2.3 Faculty of Science x 1 Rep,
 - 2.2.4 Department of Mechanical & Manufacturing Engineering x 1 Rep,
 - 2.2.5 Department of Civil Engineering and Construction x 1 Rep,
 - 2.2.6 Department of Yeats Academy of Arts, Design & Architecture x 1 Rep,
 - 2.2.7 Department of Mechatronic Engineering x 1 Rep,
 - 2.2.8 Department of Business x 1 Rep,

- 2.2.9 Department of Social Sciences x 1 Rep,
- 2.2.10 Department of Marketing, Tourism & Sport x 1 Rep,
- 2.2.11 Department of Computing & Electronic Engineering x 1 Rep,
- 2.2.12 Department of Life Sciences x 1 Rep,
- 2.2.13 Department of Environmental Science x 1 Rep,
- 2.2.14 Department of Dept of Health & Nutritional Sciences x 1 Rep,

2.3 **Role and Remit of the Student Senate.**

2.3.1 The Student Senate will be the primary body of ATUSSU providing feedback and views from the ordinary members they represent and policy direction for ATUSSU as a whole and have the power to mandate the Students' Union Executive on areas of work subject only to the referendum process.

2.3.2 There will be at least four meetings of the Student Senate in any academic year, the dates and times to be agreed at the first meeting of the Student Senate. The same meeting will decide whether meetings are to be held in person or online.

2.3.3 One of the Student Senates in the year will serve as an Annual General Meeting of ATUSSU to which other elected officers and volunteers may be invited to join in debate and activities but not vote. The event will include discussion, debate and learning and development sessions.

2.3.4 Additional meetings of the Student Senate may be called by a vote at the Executive Committee or by a petition by two thirds of Student Senate Members.

2.3.5 Student Senators will be expected to report back to the ordinary members they represent in between meetings of the Student Senate.

2.4 **Chairing Student Senate**

2.4.1 The Chair and Deputy Chair of the Student Senate will be appointed at the first meeting of the Student Senate. The term of office will be from the date of the first meeting until the 30th of June after that. The chair will be an Independent Chairperson who shall not have been a member of the Union for a period of at least four academic years preceding their nomination. The Deputy Chair shall be a member of the Student Senate.

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- 2.4.2 The President will take the chair at the first meeting of the Student Senate of the academic year and shall oversee the appointment process for a chairperson and a deputy chairperson at this first meeting. If no chairperson or deputy chairperson have been appointed, then the President shall chair meetings of the Student Senate.
- 2.4.3 The Students' Union Executive Committee will propose a Chairperson and a Deputy Chairperson to the first meeting of the Student Senate in the academic year. The members of the Student Senate shall have the power to accept or reject the nominees. In the event that the nominees are rejected then the Students' Union Executive will bring new nominees to the next scheduled meeting of the Student Senate.
- 2.4.4 The Chairperson shall communicate the deadline for motions and reports to be discussed at all meetings of the Student Senate. All matters to be discussed shall be submitted to the Chairperson seven working days before the date of the meeting.
- 2.4.5 The President and Chair will be responsible for drafting the agenda based on notified business and statutory items.
- 2.4.6 The Chair of the Student Senate shall arrange for minutes to be taken at all meetings of the Student Senate.
- 2.5 **Business of the Student Senate**
- 2.5.1 The quorum for meetings of the Student Senate shall be one third of the membership.
- 2.5.2 The Statutory Items for the Agenda shall be;
- 2.5.2 a Minutes of the last meeting and any matters arising from those minutes,
- 2.5.2 b Reports from Fulltime Elected Officers and Parttime Elections Officers as requested,
- 2.5.2 c Reports and Minutes from Committees,
- 2.5.2 d Motions to be Discussed,
- 2.5.2 e Any Other Business/Date of Next Meeting.
- 2.5.3 The agenda, reports, motions for a meeting of the Student Senate shall be circulated five working days before the date of the meeting.
- 2.5.4 Any ATUSSU sub committees or committees established on a temporary basis will table their minutes for information at meetings of the Student Senate.

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- 2.5.5 All members of the Student Senate will be expected to attend all meetings. Any member who fails to attend three consecutive meetings without apology outlining satisfactory reasons acceptable to the Student Senate shall be deemed to have resigned and a by-election may be called to replace that member.
- 2.5.6 All ordinary members of ATUSSU are entitled to attend meetings of the Student Senate as observers with the permission of the chair. Ordinary members who are not members of the Student Senate shall not have the right to speak at a meeting unless granted permission to do so by the members of the Student Senate. Individuals who are not members of ATUSSU must receive the permission of the meeting by submitting a request to the chair who will then put the proposal to a vote.
- 2.5.7 Any full member of the Student Senate may speak at meetings of the Student Senate.
- 2.5.8 Any member wishing to speak must raise their hand.
- 2.5.9 The Chair of the meeting will decide the order of speaking.
- 2.5.10 Only Student Senators present at the meeting may vote on business that has been tabled. The chair of the meeting may not vote unless the vote is tied in which case, they will have a casting vote.
- 2.5.11 All items for debate shall be submitted to the President seven working days before the meeting. Items that seek to activate article 9.3 of the constitution must be submitted to the President ten working days before the meeting.
- 2.5.12 All motions submitted for debate must have a proposer and at least one seconder who must be members of the Student Senate.
- 2.5.13 The President in discussion with the Chair shall be responsible for the publications and circulation of all Student Senate papers five working days before the scheduled day of the meeting. Papers will be sent directly to Student Senate members and will also be displayed on the Students' Union website to ensure that ordinary members are aware of the debates and discussions to be held
- 2.5.14 Amendments to items for debate may be submitted by any member of the Student Senate as proposer with at least one seconder at least five days before the date of the scheduled meeting and the text of the amendment will be published and circulated in the same way.

2.5.15 In the event of a situation arising not being covered by meeting regulations then the Chair shall rule on the procedure to be adopted. Such a ruling shall be subject to the approval of the Student Senate.

2.5.16 If the Chair is challenged or is alleged to be in conflict on an item the Deputy Chair will chair the meeting for the duration of that item.

2.6 **Debate**

2.6.1 All debates shall be conducted as follows;

2.6.2 The proposer of the original motion for debate shall make a speech in favour,

2.6.3 Any member of the Student Senate who might wish to amend the text of the original motion may now propose such amendments. If the Proposer of the original motion agrees to the change, then the text of the amendment will be included in the substantive motion. If the proposer does not accept the amendment, it will be debated and if passed by the requisite majority will form for part of the substantive motion. If the amendment to the motion falls, then the original motion remains unchanged. The meeting will discuss each amendment in turn as shown on the agenda.

2.6.4 Once all amendments have been discussed, the chair will then ensure the meeting moves onto discuss the substantive motion,

2.6.5 The Chair will decide when to move to a vote and will make sure that the debate has been balanced. The summary of the original or substantive motion before a vote will be taken by the proposer of the original motion or the proposer of the last successful amendment made to the original motion,

2.6.6 Every motion presented for debate shall have a proposer and a seconder,

2.6.7 A motion tabled for discussion can only be withdrawn with the consent of the meeting,

2.6.8 Motions shall require a simple majority to be passed except where otherwise specified in the Constitution or the Schedules to the Constitution.

2.6.9 Emergency debates may only be discussed if they deal with matters that have arisen since the deadline date for submission of debates, and if a two thirds majority vote

for the discussion of this debate. The debate should be submitted in writing to the chair before the start of the meeting.

3.1 Referenda

3.1.1 A referendum is the mechanism through which ATUSSU can consult with the ordinary members as a whole.

3.1.2 Decisions made by any referenda shall take precedence over decisions of the Student Senate or the Executive Committee. Any decision made by a referendum can only be overturned by the process for referenda.

3.1.3 The result of any referenda shall be decided by a simple majority unless the matter relates to the Constitution in which case a two thirds majority of those voting is required.

3.1.3 Any referenda shall only be valid if a quorum of 10% of the ordinary membership is attained. The quorum shall be agreed at Student Senate for the avoidance of doubt.

3.1.4 The results of any referenda shall be binding on ATUSSU.

3.2 Calling a Referendum

3.2.1 A referendum can be called by:

3.2.1 a not less than five percent of the membership of the Union,

3.2.1 b 50% of the membership of the Student Senate,

3.2.1 c 50% of the membership of the Student Representative Council,

3.2.1 d the Executive following a majority vote.

3.2.2 A referendum shall take place not less than two weeks and no more than six weeks after the call has been formally submitted.

3.2.3 Any motion or motions to be decided through the referendum process shall be posted in University sites and campuses and on the official ATUSSU website.

3.2.4 The notice of the referendum shall state the date, the question set for the referendum, any campaigning regulations and how and in what way ordinary members can cast their vote.

3.2.5 The Students' Union Executive Committee shall be responsible for making the necessary arrangements and fulfilling administrative requirements in support of the Returning Officer.

3.2.6 The referendum process shall be supervised by the Returning Officer.

3.3 **Returning Officer**

3.3.1 Any referenda shall be presided over by a Returning Officer who shall be proposed by the Students' Union Executive Committee and approved by the Student Senate. They shall not be an ordinary member nor an employee of ATUSSU.

3.3.2 The Returning Officer may appoint a Deputy Returning Officer from amongst ATUSSU staff to act on their behalf in the supervision and enacting of the referendum.

3.3.3 The Returning Officer will work with the Deputy Returning Officer to fulfil all the regulations relating to the referenda process and to ensure that the process is publicised through all ATUSSU media in a fair and balanced manner.

3.3.4 The Returning Officer shall issue rules and regulations relating to the referendum process. Any decisions of the Returning Officer relating to the conduct of any campaign teams shall be final.

3.4 **Campaigning**

3.4.1 All campaign activities must be conducted fairly and in accordance with these regulations.

3.4.2 The campaigning period shall commence after notification has been formally posted to ordinary members and will cease on a date agreed by the Returning Officer.

3.4.3 Students' Union Executive Committee members may take a campaigning position on the referendum on either side of the debate if a meeting of the Students' Union Executive Committee votes to allow this.

3.4.4 Rules relating to publicity materials will follow the same rules outlined in Schedule E (Elections).

3.5 Voting and Results

3.5.1 The Returning Officer shall be responsible for ensuring that voting is conducted in a fair manner and shall determine whether voting shall be by paper ballot, electronic ballot, or a combination of the two.

3.5.2 If voting is to be conducted by paper ballot polling desks must be available on all sites and campuses of the University. Electronic arrangements must be made for ordinary members who are registered as distance learners.

3.5.3 Only ordinary members may vote upon production of a valid University card or via a valid electronic address.

3.5.4 Ballot papers shall bear the agreed questions for the referendum and ordinary members will have the choice of voting FOR or AGAINST or in ABSTENTION to the proposal posed by the referendum. The Student Senate will decide the wording of the question to be posed.

3.5.5 The Returning Officer will supervise the count procedure and announce the result.

3.5.6 The question posed in any referendum cannot be the subject of another referendum for at least 24 months.

3.5.7 Any individual has the right to register a complaint about the referendum and shall be entitled to have their concerns reviewed and addressed in a prompt and fair manner. Complaints shall be dealt with through regulations set down in Schedule E (Elections).

4.1 Students' Union Executive Committee

4.1.1 The Students' Union Executive shall consist of the following elected officers;

4.1.1 a The President of ATUSSU,

4.1.1 b All Vice Presidents,

4.1.1 c All Part Time Officers,

4.2 The role and remit of the Students' Union Executive Committee.

4.2.1 Subject to the provisions of the constitution, the executive power of ATUSSU shall be vested in the Students' Union Executive Committee, who shall act at all times in accordance with ATUSSU policy. The remits of all members of the Students' Union Executive Committee will be further defined in Schedule C (Officer Remits).

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- 4.2.2 The President shall be the Chief Executive Office of ATUSSU and shall have overall responsibility for the affairs of ATUSSU. The President shall have overall responsibility to oversee the workings of Students' Union business. They will also take a lead on the communication strategies of ATUSSU.
- 4.2.3 The Vice President for Academic Affairs shall deputise for the President as required. This officer will be known as the Designated Deputy and in the case of the unavailability of the President the Designated Deputy President shall be the principal officer of ATUSSU.
- 4.2.4 The Vice President for Wellbeing and Engagement shall be responsible for making sure that student wellbeing services are provided on all campuses of ATUSSU. They will also take a lead on the equality and disability campaigns of ATUSSU. In addition they shall be responsible for making sure that student activities and Clubs and Societies are provided for members of ATUSSU.
- 4.2.5 The Deputy President responsible for Academic Life shall be responsible for making sure that education and academic affairs support services are provided for all members of ATUSSU. They will also take a lead on the training and development of academic representatives.
- 4.3 Meeting Procedure
- 4.3.1 The quorum for meetings of the Students' Union Executive Committee shall be one third of the membership.
- 4.3.2 The Students' Union Executive Committee shall conduct its meetings in line with procedures outlined for the Student Senate.
- 4.3.3 The Students' Union Executive Committee shall meet a minimum of six times in the academic year, or more frequently if required and agreed by committee members.
- 4.3.4 An agenda for the meeting will be circulated at least two days before the meeting takes place.
- 4.3.5 All members of the Students' Union Executive Committee will be expected to attend all meetings. Any member who fails to attend three consecutive meetings without apology outlining satisfactory reasons acceptable to other members of the committee shall be deemed to have resigned.

4.3.6 The President, or their nominee, shall act as the chairperson of the Students' Union Executive Committee.

4.3.7 All members of the Students' Union Executive Committee shall provide an update on their work as requested.

4.3.8 All motions/agreements passed by the Students' Union Executive Committee and other meetings must specify the person(s) who is to be responsible for their implementation.

5.1 Student Representative Council

5.1.1 There shall be a Student Representative Council.

5.1.2 The Student Representative Council will consist of;

5.1.2 a The President,

5.1.2 b All Vice Presidents,

5.1.2 c All Part Time Officers,

5.1.2 d Faculty, Department and Class Representatives

5.2 Role and Remit of the Student Representative Council

5.2.1 The Student Representative Council will be able to discuss issues of concern to members, providing feedback and views from the ordinary members they represent and policy ideas to be discussed by the Student Senate.

5.2.2 There will be at least two meetings of the Student Representative Council in each semester and dates to be agreed at the first meeting of the Student Representative Council . The same meeting will decide whether meetings are to be held in person or online or a combination of both.

5.2.3 Additional meetings may be called at the discretion of the President or by a petition of at least 50% of the members of the Student Representative Council.

5.2.4 Members of the Student Representative Council will be expected to report back to the ordinary members they represent in between meetings of the Council.

5.2.5 The President will appoint a Chair of the Student Representative Council and will arrange for the deadlines and proper distribution of the agenda and any papers five

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working days before a scheduled meeting of the council. They will also arrange for minutes to be taken at all meetings of the Student Representative Council.

5.2.6 The quorum for meetings of the Student Representative Council shall be one quarter of the membership.

5.2.7 The agenda of the Student Representative Council shall consist of reports from the elected officers, Minutes of the previous meeting and other notified business.

5.2.8 All members of the Student Representative Council will be expected to attend all meetings. Any member who fails to attend three consecutive meetings without apology outlining satisfactory reasons acceptable to the Council shall be deemed to have resigned.

5.2.9 All ordinary members of ATUSSU are entitled to attend meetings of the Student Representative Council as observers with the permission of the chair. Individuals who are not members of ATUSSU must receive the permission of the meeting by submitting a request to the chair who will then put the proposal to a vote.

5.2.10 Debates will be conducted in line with regulations set out in this constitution. (Schedule B – 2.6). In the event that there is a disagreement over regulations governing the Student Representative Council.

5.2.11 The Student Representative Council will be able to discuss issues of concern to students studying on a class/course within a specific Department/Faculties of the University.

5.2.12 The Student Representative Council shall elect both Faculty and Departmental representatives who will serve on decision making bodies of the University as well as the Student Senate.

5.2.13 Faculty and Departmental Representatives will be expected to report back to the members of the Student Representative Council at meetings of the Council.

5.3: Professional Support

5.3.1 External speakers and members of staff working for ATUSSU shall be able to attend any meeting of ATUSSU at the invitation of the President to make any agreed input or carry out any agreed role. They shall not engage in debate on policy issues being discussed but shall be free to represent ATUSSU policy and initiatives.

Schedule C - Officer Remits

1.1 President

- 1.1.1 The President of ATUSSU shall;
- 1.1.2 Be a member of the Executive Committee, Student Senate and the Student Representative Council.
- 1.1.3 Be the prime representative of ATUSSU and act as the spokesperson for the Students' Union to the university over any matters concerning students.
- 1.1.4 Attend meetings of the university as required and report back to the Executive Committee and the Student Senate and ensure that all decisions of the Student Senate are carried out.
- 1.1.5 Work with the chair of the Student Senate to circulate papers and publicise meetings of the Student Senate.
- 1.1.6 Lead student delegations to national events.
- 1.1.7 Act as a cheque signatory as well as signing off audited accounts for ATUSSU.
- 1.1.8 Compile reports for meetings of the Executive Committee and the Student Senate detailing work carried out between meetings and progress towards agreed objectives.
- 1.1.9 Ensure that other members of the Executive Committee produce reports for meetings of the Executive Committee, Student Senate and the Student Representative Council.
- 1.1.10 Arrange for the compilation of an annual report to be presented at the Annual General Meeting of the Student Senate alongside the audited accounts and other financial reports. Ensure that a strategic plan is in place for ATUSSU.
- 1.1.11 Ensure that elections happen in accordance with the regulations stated in the constitution and schedules and that any resignations are reported to the Student Senate.
- 1.1.12 Arrange for the maintenance of all legal documentation relating to ATUSSU including the constitution and schedules and any legal advice received.
- 1.1.13 Arrange for Executive Committee induction training and professional development throughout the year.

1.1.14 Attend meetings of the Student Senate and Student Representative Councils as required.

1.1.15 Liaise with the part time officers and consult on area covered by their remits

2.1 Vice President Academic Life

2.1.1 There shall be a Vice President responsible for Academic Life. The Vice President for Academic Life shall;

2.1.2 Be a member of the Executive Committee, Student Senate and the Student Representative Council.

2.1.3 In consultation with the President be responsible for dealing with students' concerns, aspirations, and problems in relations to their educational experience and academic affairs.

2.1.4 Develop any plans and strategies to enhance the educational experience of students at ATUSSU in consultation with the President.

2.1.5 Attend university meetings concerning academic affairs and report back to the Executive Committee and the Student Senate and Student Representative Council.

2.1.6 Recruit and maintain contact with academic representatives arranging for their induction, training, and briefings.

2.1.7 Compile reports for meetings of the Executive Committee, the Student Senate and the Student Representative Council detailing work carried out between meetings and progress towards agreed objectives.

2.1.8 Contribute to the compilation of an annual report to be presented at the Annual General Meeting of the Student Senate.

2.1.9 Support the President in making sure that elections to the Student Senate and Student Representative Council happen in accordance with the regulations stated in the constitution and schedules.

2.1.10 Attend induction programmes arranged for the Executive Committee and professional development events throughout the year.

2.1.11 Attend and contribute to meetings of the Student Senate and Student Representative Council.

- 2.1.12 Support the President and act on their behalf as requested.
- 2.1.13 Sit on the ATU Academic Council with the President and other nominated members.
- 2.1.14 Act as a cheque signatory for ATUSSU.
- 3.1 Vice Presidents Wellbeing & Engagement**
- 3.1.1 There shall be a Vice President responsible for Wellbeing & Engagement. The Vice President shall;
- 3.1.2 Be a member of the Executive Committee, Student Senate and the Student Representative Council.
- 3.1.3 In consultation with the President, be responsible for dealing with students' concerns, aspirations and problems in relation to their overall university experience, health and wellbeing, Clubs and Societies and activities.
- 3.1.4 Develop any plans and strategies to enhance the health and wellbeing of students at ATUSSU in consultation with the President.
- 3.1.5 Attend university meetings concerning health and wellbeing and report back to the Executive Committee, Student Senate and Student Representative Council.
- 3.1.6 Recruit and maintain contact with student groups concerned with health and wellbeing arranging for their induction, training and briefings.
- 3.1.7 Compile reports for meetings of the Executive Committee, Student Senate and the Student Representative Council detailing work carried out between meetings and progress towards agreed objectives.
- 3.1.8 Contribute to the compilation of an annual report to be presented at the Annual General Meeting of the Student Senate.
- 3.1.9 Support the President in developing campaigns and activities designed to promote health and wellbeing.
- 3.1.10 Attend induction programmes arranged for the Executive Committee and professional development events throughout the year.
- 3.1.11 Attend and contribute to meetings of the Student Senate and Student Representative Council.
- 3.1.12 Support the President and act on their behalf as requested.

3.1.13 Act as a cheque signatory for ATUSSU.

4.1 Oifigeach na Gaeilge / Irish Language Officer.

4.1.1 The Oifigeach na Gaeilge / Irish Language Officer shall;

4.1.2 Be a member of the Executive Committee, Student Senate and the Student Representative Council.

4.1.3 Be responsible for the promotion of the Irish language and co-ordinate campaigns that help to achieve that aim, as well as developing plans and strategies that engage students.

4.1.4 Have relative fluency and confidence in the language.

4.1.5 Arrange for the translation of materials including press releases and publications for Irish speaking members of ATUSSU as requested.

4.1.6 Provide advice and guidance to the President and Vice Presidents on matters relating to the Irish language.

4.1.7 Liaise with local and community-based groups and agencies concerned with the promotion of the Irish language upon the request of the President.

4.1.8 Monitor the university's progress in providing for and promoting the Irish language.

4.1.10 Attend university meetings as requested by the President on all matters relating to the Irish language and attend external conferences relevant to the remit as required.

4.1.11 Develop a network of activists' keen to promote the Irish language and involve them in campaigns arranging for their training and briefings as required.

4.1.12 Compile reports for meetings of the Executive Committee, Student Senate and the Student Representative Council detailing work carried out between meetings and progress towards agreed objectives.

4.1.13 Contribute to the compilation of an annual report to be presented at the Annual General Meeting of the Student Senate.

4.1.14 Attend any meetings of the Student Senate and Student Representative Councils as required.

4.1.15 Liaise closely with the President and Vice Presidents on matters relating to the Irish language.

4.1.16 Attend induction programmes arranged for elected officers and professional development events throughout the year.

5.1 Diversity and Inclusion Officer.

5.1.1 The Diversity and Inclusion Officer shall;

5.1.2 Be a member of the Executive Committee, Student Senate and the Student Representative Council.

5.1.3 Ensure that the views and opinions of all non-traditional students, including but not limited to; access students, HEAR/DARE students, parents, commuter students, LGBT+, Ethnic Minority students, Disabled students, Students of all Faith Groups are reflected throughout the work of ATUSSU and develop plans and strategies to promote those views.

5.1.4 Provide non-traditional students with a perspective on matters concerning ATUSSU and the university and ensure that there is a forum at which non-traditional students can meet.

5.1.5 Provide advice and guidance to the President and Vice Presidents on matters of concern to non-traditional students.

5.1.6 Liaise with local support groups, charities and university agencies concerned with the rights of non-traditional students upon the request of the President.

5.1.7 Promote the positive involvement of non-traditional students in all areas of the union's activities.

5.1.8 Represent the views of non-traditional students to the Student Senate and other ATUSSU committees and the university as requested by the President.

5.1.9 Monitor the universities provision for non-traditional students and bring failings in that provision to the attention of the university as requested by the President.

5.1.10 Attend university meetings as requested by the President on all matters relating to non-traditional students and attend external conferences relevant to the remit as required.

5.1.11 Recruit and maintain contact with student activists across ATUSSU arranging for their induction, training and briefings as required.

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- 5.1.12 Compile reports for meetings of the Executive Committee, Student Senate and the Student Representative Council detailing work carried out between meetings and progress towards agreed objectives.
 - 5.1.13 Contribute to the compilation of an annual report to be presented at the Annual General Meeting of the Student Senate.
 - 5.1.14 Attend any meetings of the Student Senate and Student Representative Councils as required.
 - 5.1.15 Liaise closely with the President and Vice Presidents on matters relating to non-traditional students.
 - 5.1.16 Attend induction programmes arranged for elected officers and professional development events throughout the year.
- 6.1 Mature Students Officer**
- 6.1.1 The Mature Students Officer shall;
 - 6.1.2 Be a member of the Executive Committee, Student Senate and the Student Representative Council.
 - 6.1.3 Ensure that the views and opinions of mature students are reflected throughout the work of ATUSSU and develop plans and strategies to promote those views.
 - 6.1.4 Provide mature students with a perspective on matters concerning ATUSSU and the university and ensure that there is a forum at which mature students can meet.
 - 6.1.5 Provide advice and guidance to the President and Vice Presidents on matters of concern to mature students.
 - 6.1.6 Organise events and meetings for mature students and encourage mature students to be involved in ATUSSU structures and promote the positive involvement of mature students in all areas of the union's activities.
 - 6.1.7 Represent the views of mature students to the Student Senate and other ATUSSU committees and the university.
 - 6.1.8 Establish projects relating to mature students' education, wellbeing, and social needs at the start of the year as agreed by the President.

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- 6.1.9 Attend university meetings as requested on all matters relating to mature students and attend external conferences relevant to the remit as required.
 - 6.1.10 Recruit and maintain contact with mature student activists across ATUSSU arranging for their induction, training and briefings as required.
 - 6.1.11 Compile reports for meetings of the Executive Committee Student Senate and the Student Representative Council detailing work carried out between meetings and progress towards agreed objectives.
 - 6.1.12 Contribute to the compilation of an annual report to be presented at the Annual General Meeting of the Student Senate.
 - 6.1.13 Attend any meetings of the Student Senate & Student Representative Councils as required.
 - 6.1.14 Liaise closely with the President and Vice Presidents on matters relating to mature students.
 - 6.1.15 Attend induction programmes arranged for elected officers and professional development events throughout the year.
- 7.1 International Students Officer**
- 7.1.1 The International Students Officer shall;
 - 7.1.2 Be a member of the Executive Committee, Student Senate and the Student Representative Council.
 - 7.1.3 Ensure that the views and opinions of international students are reflected throughout the work of ATUSSU and develop plans and strategies to promote those views.
 - 7.1.4 Provide international students with a perspective on matters concerning ATUSSU and the university and ensure that there is a forum at which international students can meet.
 - 7.1.5 Provide advice and guidance to the President and Vice Presidents on matters of concern to international students.
 - 7.1.6 In consultation with the President organise welcome events, social events and meetings for international students and encourage international students to be involved in ATUSSU structures and promote the positive involvement of international students in all areas of the union's activities.

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- 7.1.7 Represent the views of international students to the Student Senate and other ATUSSU committees and the university.
 - 7.1.8 Establish projects relating to international students' education, wellbeing and social needs at the start of the year as agreed with by the Vice President for Wellbeing and Engagement.
 - 7.1.9 Attend university meetings as requested by the President on all matters relating to international students and attend external conferences relevant to the remit as required.
 - 7.1.10 Recruit and maintain contact with international student activists across ATUSSU arranging for their induction, training and briefings as required.
 - 7.1.11 Compile reports for meetings of the Executive Committee, Student Senate and the Student Representative Council detailing work carried out between meetings and progress towards agreed objectives.
 - 7.1.12 Contribute to the compilation of an annual report to be presented at the Annual General Meeting of the Student Senate.
 - 7.1.13 Attend any meetings of the Student Senate and Student Representative Councils as required.
 - 7.1.14 Liaise closely with the President and Vice Presidents on matters relating to international students.
 - 7.1.15 Attend induction programmes arranged for elected officers and professional development events throughout the year.
- 8.1 Sustainability Officer**
- 8.1.1 The Sustainability Officer shall;
 - 8.1.2 Be a member of the Executive Committee, Student Senate and the Student Representative Council.
 - 8.1.3 Ensure that ATUSSU has strategies and plans in place that deliver cost neutral sustainable practices that reduce the carbon footprint of the Students' Union and are reflected throughout the work of ATUSSU.
 - 8.1.4 Provide advice and guidance to the President and Vice Presidents on matters relating to sustainability.

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- 8.1.5 Liaise with local environmental groups and university personnel concerned with promoting sustainability practices as requested by the President.
 - 8.1.6 Promote sustainability in all areas of the union's activities.
 - 8.1.7 Monitor university strategies in the area of sustainability and bring failings in that provision to the attention of the university as requested by the President.
 - 8.1.8 Attend university meetings as requested on all matters relating to sustainability and attend external conferences relevant to the remit as required.
 - 8.1.9 Recruit and maintain contact with environmental activists across ATUSSU arranging for their induction, training and briefings as required.
 - 8.1.10 Compile reports for meetings of the Executive Committee, Student Senate and the Student Representative Council detailing work carried out between meetings and progress towards agreed objectives.
 - 8.1.11 Contribute to the compilation of an annual report to be presented at the Annual General Meeting of the Student Senate.
 - 8.1.12 Attend any meetings of the Student Representative Councils as requested or required
 - 8.1.13 Liaise closely with the President and Vice Presidents on matters relating to sustainability.
 - 8.1.14 Attend induction programmes arranged for elected officers and professional development events throughout the year.
- 9.1 Postgraduate Officer**
- 9.1.1 The Postgraduate Officer shall;
 - 9.1.2 Be a member of the Executive Committee, Student Senate and the Student Representative Council.
 - 9.1.3 Ensure that the views and opinions of postgraduates students are reflected throughout the work of ATUSSU and develop plans and strategies to promote those views.
 - 9.1.4 Provide postgraduates students with a perspective on matters concerning ATUSSU and the university and ensure that there is a forum at which postgraduates can meet.

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- 9.1.5 Provide advice and guidance to the President and Vice President on matters of concern to postgraduates.
 - 9.1.6 Organise events, social events, and meetings for postgraduate students across all sites and encourage postgraduates to be involved in ATUSSU structures and promote the positive involvement of postgraduates in all areas of the union's activities.
 - 9.1.7 Represent the views of postgraduates to the Student Senate and other ATUSSU committees and the university.
 - 9.1.8 Establish projects relating to the education, wellbeing, and social needs of postgraduates at the start of the year as agreed by the President.
 - 9.1.9 Attend university meetings as requested on all matters relating to postgraduates and attend external conferences relevant to the remit as required.
 - 9.1.10 Recruit and maintain contact with postgraduate activists across ATUSSU arranging for their induction, training and briefings as required.
 - 9.1.11 Compile reports for meetings of the Executive Committee, Student Senate and the Student Representative Council detailing work carried out between meetings and progress towards agreed objectives.
 - 9.1.12 Contribute to the compilation of an annual report to be presented at the Annual General Meeting of the Student Senate.
 - 9.1.13 Attend any meetings of the Student Senate & Student Representative Councils as requested or required.
 - 9.1.14 Liaise closely with the President and Vice Presidents on matters relating to postgraduate students.
 - 9.1.15 Attend induction programmes arranged for elected officers and professional development events throughout the year.
 - 9.1.16 Sit on the Governing Body and Academic Council if required to do so by the President.
- 10.1 Faculty Representatives**
- 10.1.1 There shall be a student Faculty Representative for each faculty of the university who shall;

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- 10.1.2 Attend meetings of their faculty as required by the President as well as Student Senate and Student Representative Council.
 - 10.1.3 Ensure that the views of students in their faculty are represented to their faculty representative by other ATUSSU committees and to report back to academic representatives within their faculty.
 - 10.1.4 Attend meetings of their faculty on behalf of students studying in that Faculty and report back to department and class representatives studying in the faculty and also to their President and Vice Presidents.
 - 10.1.5 Register as a Faculty Representative with the Vice President Academic Life and liaise with the Vice President Academic Life on all matters relating to academic affairs and any concerns raised by students through the academic representative structure.
 - 10.1.6 Chair and call meetings of the Departmental Representatives within the faculty and co-ordinate their work and activities and maintain contact with these representatives across the faculty as a whole.
 - 10.1.7 Attend external conferences and events as required on matters relating to academic affairs.
 - 10.1.8 Help recruit and maintain contact with Department representatives across ATUSSU arranging for their induction, training and briefings as required in conjunction with the Vice President Academic Life.
 - 10.1.9 Compile reports for meetings of the faculty detailing work carried out between meetings and progress towards agreed objectives.
 - 10.1.10 Attend meetings of the Student Senate & Student Representative Council.
 - 10.1.11 Liaise closely with the Vice President Academic Life on matters relating to the student experience.
 - 10.1.12 Attend induction programmes arranged for elected officers and professional development events throughout the year.
- 11.1 Departmental Representatives**
- 11.1.1 There shall be a student Departmental Representative for each Department of the university who shall;

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- 11.1.2 Attend meetings of their department as organised by the President as well as Student Senate and Student Representative Council.
- 11.1.3 Ensure that the views of students in their department are represented to the Student Senate and other ATUSSU committees and to report back to academic representatives within the department.
- 11.1.4 Attend meetings of their department on behalf of students studying in that department and report back to course and class representatives studying in the department.
- 11.1.5 Register as a Department Representative with the Vice President Academic Life and liaise with the Faculty Representatives on all matters relating to academic affairs and any concerns raised by students through the academic representative structure.
- 11.1.6 Chair and Call meetings of the Class Representatives within the department and co-ordinate their work and activities and maintain contact with these representatives across the department as a whole.
- 11.1.7 Attend external conferences and events as required on matters relating to academic affairs.
- 11.1.8 Help recruit and maintain contact with Class Representatives across ATUSSU arranging for their induction, training and briefings as required in conjunction with the Vice President Academic Life.
- 11.1.9 Compile reports for academic representatives within the department detailing work carried out between meetings and progress towards agreed objectives.
- 11.1.10 Attend any meetings of the Student Senate & Student Representative Councils as required.
- 11.1.11 Liaise closely with the Faculty Representatives on matters relating to the student experience.
- 11.1.12 Attend induction programmes arranged for elected officers and professional development events throughout the year.

12.1 Class Representatives

- 12.1.1 There shall be a Class Representative for each Class of the university who shall;

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- 12.1.2 Attend meetings of their department as organised by the Department Representatives and Student Representative Council.
- 12.1.3 Ensure that the views of students in their class are represented to the Department Representatives and to report back to fellow class members.
- 12.1.4 Attend meetings of their course on behalf of students studying in their class and report back to those studying in the class.
- 12.1.5 Register as a Class Representative with the Vice President Academic Life and liaise with the Department Representatives on all matters relating to academic affairs and any concerns raised by students through the academic representative structure.
- 12.1.6 Chair and call meetings of the class and seek feedback on issues of concern.
- 12.1.7 Attend induction, training and briefings as required.
- 12.1.8 Attend any meetings of the Student Representative Councils as required.
- 12.1.9 Liaise closely with the Department Representatives on matters relating to the student experience.

Schedule D - Members and Membership of the Board of Directors of ITSSU Limited

- 1.1 There shall be eight members of the Company comprised as follows;
 - 1.1.1 Vice President for Welbeing and Engagement,
 - 1.1.2 Three Part time Officers from the Students' Union Executive Committee,
 - 1.1.3 Three students appointed by the Students Senate,
 - 1.1.4 The Chairperson of the Board of Directors of ITSSU Limited shall be the Chairperson for meetings of members of the Company.

- 2.1 There shall be eight directors of the Company comprised as follows;
 - 2.1.1 President,
 - 2.1.2 Vice President for Academic Life,
 - 2.1.3 Three students appointed from the Student Senate,
 - 2.1.4 The senior most staff member who shall also act as Company Secretary,
 - 2.1.5 Two external directors appointed who shall not have been members of the Union for a period of at least four academic years, and with one of whom shall be appointed as Chairperson of the Board of Directors. In the absence of that Chairperson the other external director shall perform the function of chairperson for the Board of Directors.

- 2.2 Members elected by the Student Senate & Student Representative Council must be elected before the last meeting of the year to serve the following year for a one-year term. They shall be eligible to put themselves forward to serve a max of one further one-year term.

- 2.3 The External Directors must have demonstrated considerable expertise in a field which is deemed beneficial to the strategic interests of ITSSU Limited. They shall normally be appointed for a term of three years and shall serve no more than two terms consecutively.

Schedule E - Elections

1.1 Timing of Elections

- 1.1.1 The election of the President, Vice Presidents, Part Time officers shall be by secret ballot and shall be open to all Ordinary Members of ATUSSU as required by Article 8 of the Constitution.
- 1.1.2 The annual elections should be concluded no later than April of each year.
- 1.1.3 By-elections may be held if vacant positions remain following the annual elections, either immediately after them or in the first weeks of the subsequent academic year.
- 1.1.4 It is possible to call a by-election as and when required.
- 1.1.5 Elections for faculty, department and class representatives shall be arranged through consultations between the university faculties and the Vice President for Academic Life.
- 1.1.6 The Vice President for Academic Life or their nominee shall act as Returning officer for the process of faculty, department, and class representatives.

2.1 The Franchise

- 2.1.1 The President, Vice Presidents and Parttime Officers (with the exception of the Postgraduate officer) of ATUSSU shall be elected by all Ordinary members of ATUSSU as defined in Article 4 of the Constitution.
- 2.2 The Postgraduate officer shall be elected by all ordinary members who are Postgraduate students and registered as such.
- 2.3 Elections for faculty, department, and class representatives shall be elected as follows;
 - 2.3.1 Class Representatives shall be elected by members of the class they are registered with.
 - 2.3.2 Departmental Representatives shall be elected by the membership of the Student Representative Council only to the department they are registered with.
 - 2.3.3 Faculty Representatives shall be elected by the membership of the Student Representative Council only to the faculty they are registered with.

2.4 Members elected to the Student Representative Council shall be known as Class Representatives.

2.5 Members elected to the Student Senate shall be known as Student Senators.

2.6 It will not be possible to hold more than one office at any one time. In the event of a member resigning or being elected to a new role a by-election should be held to replace that member.

3.1 The Returning Officer

3.1.1 The elections shall be presided over by a Returning Officer, who shall be appointed by the Student Senate and shall not be a member or staff of ATUSSU. The Student Senate will vote upon a nomination proposed by the Students' Union Executive Committee.

3.2 The Returning Officer may appoint a Deputy Returning Officer to act on their behalf in the day-to-day supervision of the Elections. This shall be a member of ATUSSU staff with responsibility for elections.

3.3 The Returning Officer shall carry out the following duties;

3.3.1 Oversee and supervise the procedure for the acceptance of nominations and the determination and publication of valid nominations,

3.3.2 Fixing the polling period and the publication of notices giving information about the arrangements for the Elections,

3.3.3 Ensure the dates and times of the Elections, notification of the Elections and voting period comply with ATUSSU Election Regulations,

3.3.4 Supervise, conduct and validate the count,

3.3.5 Oversee the announcement of the result.

3.4 The Returning Officer for Class Representatives and Student Senators shall be the Vice President for Academic Life or their nominee who can be a member of ATUSSU staff.

4.1 Nomination and Notification

4.1.1 Any ordinary member of ATUSSU may be a candidate for any election covered by these regulations.

4.2 A candidate may not stand for election to more than one post at a time.

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- 4.3 Every candidate seeking election for a sabbatical post must be nominated by not less than 50 members of the Union and for a part-time post must be nominated by not less than 25 members of the ATUSSU. Ordinary members are permitted to nominate more than one person in the elections.
- 4.4 Ordinary Members may not hold paid elected office for more than 3 years in total at ATUSSU and shall only be permitted to hold a single position for a maximum of two years.
- 4.5 Nominations shall be open for a period of ten days for candidates to submit their name, student number, course details, contact details, manifesto, nominations and election declaration to the Union. The Nominations shall state;
- 4.5.1 The period that nominations shall be open,
- 4.5.2 The election dates and any other deadlines for election events,
- 4.5.3 Posts for which nominations can be made,
- 4.5.4 Places from which nomination forms can be obtained,
- 4.5.5 Places to which completed nomination forms must be returned,
- 4.6 Candidates are encouraged to, but not required to, submit a manifesto outlining their aims and objectives if elected, alongside their completed nomination form. The word limit of the manifestos shall be decided by the Returning Officer.
- 4.7 All manifestos received shall be collated and be published and made available on the ATUSSU or Election website. Any manifesto submitted after the deadline shall not be included.
- 4.8 Nominations must be submitted electronically or in writing to the email nominated by the Returning Officer.
- 4.9 On the closing of the nominations, the Returning Officer shall inspect all nominations and manifestos and verify that the candidates are who are running for position and are valid and eligible to stand in the elections.
- 4.10 The nomination period shall run for ten days and shall close at 12 noon at least seven days before the commencement of the polling period.

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- 4.11 The Returning Officer shall draw up a list of candidates after the close of the nominations and will post a notice on the ATUSSU or Election website as soon as is reasonably practicable, but no later than seven days before the election, stating the date of the Election and the arrangements for voting.
- 4.12 The Returning Officer will make arrangements to ensure that the elections are publicised across ATUSSU.
- 4.13 The Returning Officer or their nominee shall host a candidate briefing to outline ATUSSU's election regulations, and any other requirements and guidance specified by the Returning Officer. Any sanctions for not observing the regulations as specified by the Returning Officer must be made clear to candidates at this briefing. It shall be mandatory for all candidates to attend a briefing.
- 4.14 The candidates briefing shall cover;
- 4.14.1 Dates of elections, including the voting period and the results announcement,
- 4.14.2 Overview of ATUSSU's Election Regulations and the election process,
- 4.14.3 Rules and conduct around campaigning, including interaction with voting students and other candidates and distribution of materials,
- 4.14.4 Information on hustings events and other promotional opportunities,
- 4.14.5 Information about the voting process,
- 4.14.6 Inappropriate use of existing positions or resources. Candidates cannot make use of any privileges or resources they may have as part of any existing roles whether that be a member of the Executive Committee, Student Senate, Councils or Clubs and Societies,
- 4.14.7 How to submit candidate photographs for the ATUSSU or Election website,
- 4.14.8 Outline where candidates are not permitted to campaign or distribute materials.
- 4.15 All candidates shall have the opportunity to ask questions to the Returning Officer at the briefing.
- 4.16 Once the candidate briefing has been concluded all candidates are then permitted to campaign for votes until such time as the voting closes.

4.17 Candidates for Student Representative Council or Student Senate will be nominated in line with regulations and announcements made in consultation between academic departments and the Vice President for Academic Life.

5.1 Campaigning

5.1.1 The Returning Officer shall arrange for candidate hustings. The candidates shall be required to attend all hustings that are arranged. Ordinary members shall be permitted to submit/ask questions of the candidates in a manner prescribed by the Returning Officer.

5.2 The hustings meeting shall be chaired by the Returning officer or their nominee.

5.3: The Returning Officer can organise additional hustings meetings at their discretion and in accordance with guidelines issued by them.

5.4: Candidates may only not attend a hustings meeting if they have a valid reason, the Returning Officer shall be the sole arbiter of what is a valid reason.

5.5 Any coverage of the Elections by official ATUSSU communications shall be fair and balanced, providing equal exposure to all candidates, as far as practical. ATUSSU shall publish a full list of valid nominations, manifestos and videos as soon as is reasonably possible.

5.7 No offensive or derogatory elections material may be produced prior to, during, or following the campaign period. Materials must respect the rules and policies of ATUSSU on equality and diversity as well as complying with any rules on poster /material location.

5.8 The Returning Officer or individuals acting on their instruction exercise the right to remove any inappropriate election material.

5.9 Campaigning in either academic areas or student accommodation is at the sole discretion of the returning Officer who shall liaise with the appropriate university staff. Candidates must ask permission before campaigning in such areas.

5.10 Candidates must be respectful and not partake in any discriminatory behaviour towards particular groups of students.

5.11 Candidates shall be responsible for removing all election materials from public places before the election results have been announced.

5.12 If there is a need for campaigning activity for Student Representative Council and Student Senate then rules and regulations will be agreed with candidates by the Vice President Academic Life.

6.1 Voting

6.1.1 Where a singular position is being elected then Alternative Transferable Vote shall be used as defined by the Electoral Commission of Ireland.

6.2 Where multiple positions are being elected the Single Transferable Vote shall be used as defined by the Election Commission of Ireland.

6.3 The Returning Officer shall be responsible for ensuring that voting is conducted in a fair and appropriate manner and shall determine whether voting shall be through a paper ballot, electronic ballot, or combination of the two.

6.4 The Returning Officer shall ensure the dates and times of the voting period comply with the Union's Election Regulation. Voting details, including information regarding voting stations, timings, and any electronic voting platforms shall be published to Ordinary Members once confirmed by the Returning Officer.

6.5 The arrangements for voting shall be publicised on the election website.

6.6 Only Ordinary Members of ATUSSU may vote upon the production of a valid matriculation card or via valid electronic access.

6.7 Votes shall be cast in sealed ballot boxes, or by electronic means where appropriate. All paper voting slips issued shall be placed in the sealed ballot box at the time of voting whether used or not.

6.8 Ballot papers whether electronic or paper shall bear the name of each candidate, the position being contested and a suitable space for indicating the voting preference of the voter.

6.9 Voting shall be carried out by one of two means;

6.10 Placing an "X" opposite the name of the voter's preferred candidate where there are only two candidates for a position.

6.11 Ranking all, or some, of the candidates in the voter's numerical preference as appropriate in and as directed by the circumstances in line with the Electoral Commission of Ireland.

- 6.12 Where a number of vacancies exist on one ballot paper, each voter may indicate their preferences as many times as they wish in numerical order. Ballot papers shall bear a brief description of the voting procedure.
- 6.13 There shall be an option on the ballot paper entitled "Re-Open Nominations" ("RON"). RON, for the purposes of the count, shall be treated as a candidate.
- 6.14 If RON wins the Election, then the office shall be declared vacant as if no one had been nominated. In the event of a re-run of the Election, RON shall appear as an option on the ballot paper.
- 6.15 In all elections, reasonable adjustments in the spirit of equalities legislation shall be made to ensure no voter shall be disenfranchised.
- 6.16 Candidates and their supporters should not be in the immediate vicinity of a voter when they are in the act of casting their vote.
- 6.17 Once voting has closed, and the Returning Officer has undertaken a count, they shall officially announce those elected to the roles at a predetermined time.
- 6.18 Voting for Student Representative Council and Student Senate shall be organised by agreement between academic departments and the Vice President for Academic Life.
- 7.1 The Count**
- 7.1.1 The count of the votes shall be administered by the Returning Officer, with assistance from the Deputy Returning Officer or nominee(s) and if appropriate their appointed ballot counters. Only votes recorded cumulatively on the last day of the polling period shall be counted.
- 7.2 Candidates are not allowed to be present at the count but may appoint a scrutiner on their behalf.
- 7.3 Where the election uses paper ballots, on opening the ballot boxes, the Returning Officer will instruct all appointed counters to examine the voting papers.
- 7.4 Where the election uses paper ballots, voting papers will be declared spoiled by the Returning Officer if they consider that;
- 7.4.1 The paper has clearly been defaced/vandalised; or
- 7.4.2 There is no clear indication of preference for any candidate; or

- 7.4.3 The paper has not been stamped by the polling officer; or
- 7.4.4 The paper is not authentic.
- 7.5 The quota for the voting count shall be determined by dividing the total number of valid votes, excusing any spoiled papers, by the number of positions available (plus one). Quotas that appear with decimal places shall be rounded up or down to a maximum of two decimal points where appropriate.
- 7.6 If a candidate reaches the quota on the first count, then they will be deemed to be elected to that post.
- 7.7 If no candidate reaches the quota, the votes shall be redistributed in accordance with the regulations relating to either Single Transferable Vote or Alternative Transferable Vote.
- 7.8 In the event that the count results in there being less than ten votes of a difference, there shall be an automatic recount of any paper ballots.
- 7.9 In the event of a tie at the exhaustion of all transferable votes the candidate with the highest number of first preferences shall be deemed the winner. If the result is still a tie, then the Returning Officer will decide on a method to resolve the situation.
- 7.10 The Returning Officer shall be responsible for announcing and publicising the results of the Election on the ATUSSU or election website and by any other reasonable means or media they deem appropriate.
- 8.1 Complaints**
- 8.1.1 Any ordinary member has the right to complain about the conduct of the elections, submitting evidence in writing of how and in what way the election regulations have been breached. The written complaint must specify which regulation has been breached and/or which rule introduced by the Returning Officer has been broken. If such evidence is not submitted the complaint shall be deemed invalid.
- 8.2 Complaints by a candidate or one of their nominators shall be considered and the complaint must relate to matters relating to the conduct of the election. Other breaches of discipline or behaviour must be dealt with in the usual way.
- 8.3 Complaints shall be submitted to the Returning Officer before the time designated for the announcement of the results.

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- 8.4 The complaint shall be investigated by the Returning Officer, seeking appropriate guidance as required, and the decision communicated to those that submitted the complaint and the subject of the complaint no less than 14 days after the close of the voting period. Once the complaint has been resolved the result of that election may be published.
- 8.5 No-one involved in a candidate's campaign shall be involved in the complaints process except to give evidence as requested.
- 8.6 The decision of the Returning officer in any matter relating to the elections is final and subject to appeal in accordance with Schedule E - Elections 8.8 - 8.8.4.
- 8.7 The Returning Officer may rule that the candidate should be referred to the university disciplinary code and/or shall disqualify a candidate. In these circumstances a by-election shall be called.
- 8.8 There shall be a three stage complaints procedure as follows:
- 8.8.1 At the first stage any member may make an informal complaint concerning the conduct of a candidate or their team. The informal complaint need not be in writing but must be made to the Returning Officer or their Deputy. The Returning Officer will then decide on whether to issue a warning to a candidate or take the complaint to stage two for more serious consideration.
- 8.8.2: A formal complaint may be raised in line with regulations in clauses 8.1-8.8 at stage two of the complaints process. The decision of the Returning Officers investigation will be communicated in writing to all parties. No results will be announced until all parties have been given the opportunity to lodge an appeal if they wish to do so. the timescale for appeals will be agreed by the Returning Officer in consultation with the SU Executive.
- 8.8.3 The third stage of the complaints process will address appeals. Any member may appeal a decision of the Returning Officer. The appeal must be in writing and must outline any procedural mistakes that have been made in the stage two process or outline any new evidence that has come to light following the original decision.
- 8.8.4 Once all stages of the complaints process have been exhausted or if a complaint is resolved to the satisfaction of all parties the results for the specific elections under investigation can be announced in the usual way.