

## Article 10. Union Officers

### 10.1 Sabbatical Officers

10.1.1 There shall be two Sabbatical Officer Positions: President and Vice- President / Academic Officer.

10.1.2 Sabbatical Officerships shall not be joint officer ships.

10.1.3 Sabbatical officers shall not be off-campus placement students.

10.1.4 Sabbatical officers shall be full-time and salaried, the level of which shall be point 1 of the Clerical officer scale in line with the college pay scales.

10.1.5 Sabbatical Officers shall be full-time employees of MISU during the term of their office, subject to this constitution and the terms of employment governing the Sabbatical Officer ships as set forth by MISU in the applicable contract of employment.

10.1.6 No sabbatical officer may hold the same officership more than twice.

10.1.7 The Outgoing Sabbatical Officers shall write an individual report pertaining to their term of office and it shall be kept permanently within the Union's archives. If a Sabbatical Officer is re-elected to the same office on a second term, a new report will be compiled for the Union's archives.

10.1.8 In the event of there being only one candidate for sabbatical position the said candidate shall be returned after a plebiscite vote is taken.

### 10.2 President

10.2.1 The President shall be the Chief Executive Officer of MISU.

10.2.2 The President shall act reasonably and prudently in all matters and in the best interests of the Union.

10.2.3 The President is accountable to the student body.

10.2.4 The President shall have the following responsibilities;

10.2.4.1 Representation of the members of MISU,

10.2.4.2 Principle Representative and Spokesperson of MISU,

10.2.4.3 Ensuring the implementation of MISU Policy and Referenda decisions,

10.2.4.4 Co-ordination of Union Campaigns,

10.2.4.5 Training of the Executive,

10.2.4.6 Interpretation of the constitution,

10.2.4.7 Preparing the annual plan of work for the Executive, for approval at the first meeting of Union Council,

10.2.4.8 Ensure that all officers compile a written report for each Union General Meeting and the Annual General Meeting.

10.2.5 The President shall automatically take up office on the College committees, as outlined in schedule five of this constitution and shall report back to the Executive and Union Council on items discussed / decided upon which are relevant to the members.

10.2.6 The President shall not act as secretary or treasurer of any recognised or affiliated club, society, committee or sub-committee of the Union Council or the Union itself.

10.2.7 All members of the Executive are answerable to the President.

10.2.8 The President shall seek to become an ex-officio member of all committees pertaining to student issue(s).

### 10.3 Vice-President/Academic Officer

10.3.1 The Vice-President/Academic Officer shall be the first point of contact for those students seeking academic support.

10.3.2 The Vice-President/Academic Officer shall act reasonably and prudently in all matters and in the best interests of the Union.

10.3.3 The Vice- President/Academic Officer shall have the following responsibilities:

- 10.3.3.1 Act for and on behalf of the President in the event of the President's absence,
- 10.3.3.2 Record, maintain and publish all minutes of the Executive Meetings,
- 10.3.3.3 Ensure that minutes for Union Council, UGMs and the AGM are recorded, maintained and published,
- 10.3.3.4 Ensure accurate records are maintained by the Union,
- 10.3.3.5 Co-ordinate and oversee the Class Representative Elections,
- 10.3.3.6 Co-ordinate Union Council Meetings,
- 10.3.3.7 Ensure Class Representatives are informed of Union Council meetings and the agenda is circulated to them a day in advance of the meeting,
- 10.3.3.8 Liaise between the members and relevant faculty management and staff,
- 10.3.3.9 Promotion, development and implementation of Union policy on academic matters.

10.3.4 The Vice-President/Academic Officer shall seek to become an ex-officio member of all committees pertaining to student issues.

10.3.5 The Vice-President/Academic Officer shall automatically take up office on the College committees, as outlined in schedule five of this constitution.

10.3.6 The Vice-President/Academic Officer shall not act as secretary or treasurer of any recognised or affiliated club, society, committee or sub-committee of the Council or the Union.

### 10.4 Non-Sabbatical Executive Officers

10.4.1 Part-time positions may be joint officerships, with a maximum of two people running together for each officership; save for the Postgraduate Officer and the Thurles College Officer which are not joint officerships.

### 10.5 Postgraduate Officer

10.5.1 The Postgraduate Officer shall support the Sabbaticals in the provision of MISU Representational services to Postgraduate students.

10.5.2 The Postgraduate Officer shall be a current registered Postgraduate student at the time of their election and shall continue to be a current registered Postgraduate student during their term of Office.

10.5.3 The Postgraduate Officer shall be elected by all Postgraduate students of the college and shall represent taught and research Masters and PhD students of the college.

10.5.4 The Postgraduate Officer shall hold office on a part-time basis and shall be paid for 10 hours a week during the academic term time only notwithstanding that the term of office for the position shall commence on the 3rd week of June and finish on the 2nd week of June of the following year. The Postgraduate Officer shall be a part-time employee of MISU, subject to this constitution and the terms of employment governing the Office of Postgraduate Officer as set forth by MISU in the contract of employment.

10.5.5 The Postgraduate Officer shall deputise for the Vice-President in the absence of both Sabbatical Officers.

10.5.6 The Postgraduate Officer shall automatically take up office on the College committees outlined in schedule five of this constitution.

10.5.7 The Postgraduate Officer shall be responsible for ascertaining and presenting the needs of all postgraduate students to the Executive Committee and the Union Council.

10.5.8 The Postgraduate Officer shall chair the MISU Postgraduate Committee.

10.5.9 The Postgraduate Officer shall liaise with all postgraduate class representatives and the Postgrad Students Union in the University of Limerick, where s/he is a full member, regarding their activities and those of the Union.

10.5.10 The Postgraduate Officer, his/her nominee, or nominee of the President shall be responsible for organising the Postgraduate Lunchtime Presentation series on a monthly basis.

#### 10.6 Equality, Diversity & Inclusion Officer

10.6.1 The Equality, Diversity and Inclusion Officer shall support the Sabbatical Officers in ensuring the fair and equal representation of all student groups within MISU.

10.6.2 The Equality, Diversity and Inclusion Officer shall work with the Sabbatical officers to deliver an appropriate programme of Equality, Diversity and Inclusion events and campaigns run by MISU.

10.6.3 The Equality, Diversity and Inclusion Officer shall ensure that MISU services are accessible to all students.

10.6.4 The Equality, Diversity and Inclusion Officer shall organise an 'international culture week' of events in order to entertain, educate and inform the student membership and the general public.

10.6.5 The Equality, Diversity and Inclusion Officer shall seek to be an ex-officio member of all committees pertaining to his/her brief.

10.6.6 The Equality, Diversity and Inclusion Officer shall attend training specific to the officership, as required.

#### 10.7 Welfare Officer

10.7.1 The Welfare Officer shall support the Sabbatical Officers in representing the interests of students in all matters relating to their welfare.

10.7.2 The Welfare Officer shall be concerned with the general issues of accommodation, safety, and wellbeing for students and along with the Sabbatical Officers, organise campaigns as and when appropriate.

10.7.3 The Welfare Officer shall seek to be an ex-officio member of all committees pertaining to his/her brief.

10.7.4 The Welfare Officer shall assist in preparing the welfare section of Students' Union publications and communications, where relevant.

10.7.5 The Welfare Officer shall attend training specific to the officership, as required.

#### 10.8 Irish Language Officer

10.8.1 The Irish Language Officer shall support the Sabbatical Officers in campaigning on issues that impact upon the student experience of Irish language speaking students on campus.

10.8.2 The Irish Language Officer shall be responsible for liaison with organisations, both external and internal to the College, which are relevant to these Students.

10.8.3 The Irish Language Officer shall represent the interests of Irish language speaking Students to the Executive Committee and to Union Council.

10.8.4 The Irish Language Officer shall work alongside An Cumann Gaelach to promote the Irish language on campus.

10.8.5 The Irish Language Officer shall work with other elected officers to ensure that where possible campaigns have bilingual literature.

10.8.6 The Irish Language Officer shall aid in the translation of Union documents.

10.8.7 The Irish Language Officer shall be an ex-officio member of all committees pertaining to his/her brief.

10.8.8 The Irish Language Officer shall be fluent in Irish.

#### 10.9 Thurles Officer

10.9.1 The Thurles Officer shall support the Sabbatical Officers in the provision of MISU Representational services on the Thurles campus and shall be responsible for ascertaining and presenting the needs of the students of the Thurles Campus to the President, Executive Committee and Union Council.

10.9.2 The Thurles Officer shall be a registered student of the College on the Thurles campus and shall be elected in accordance with the nomination process as outlined in Article 11 and shall be elected by direct vote of the membership of the Thurles campus, where every member of the campus has the right to vote, subject to the terms of this constitution.

10.9.3 The Thurles Officer shall be based on the Thurles Campus with attendance, either in-person or virtual, required for Executive Committee Meetings, Union Council Meetings, Union General Meetings and any other MISU related meetings as deemed appropriate by the President. There may be occasion when personal attendance at meetings shall be required.

10.9.4 The Thurles Officer shall hold office on a part-time basis and shall be paid for 8 hours a week during the academic term time only notwithstanding that the term of office for the position shall commence on the 3rd week of June and finish on the 2nd week of June of the following year. The Thurles College Officer shall be a part-time employee of MISU, subject to this constitution and the terms of employment governing the Office of Thurles College Officer as set forth by MISU in the contract of employment.

10.9.5 The Thurles Officer shall make themselves available to meet with the students on their campus on a weekly basis, for a certain period of time each week as agreed with the President.

10.9.6 The Thurles Officer shall exercise and perform the functions, duties and responsibilities conferred on her/him by this constitution and shall carry out any additional functions, duties or responsibilities conferred upon her/him by Union Council and/or the President.

10.9.7 The Thurles Officer shall attend, where possible, any meetings that may be organised with college staff on the Limerick or Thurles campus, in conjunction with the President.

10.9.8 The Thurles Officer shall not enter into any agreements and/or contracts with any venues, companies or organisations on behalf of the MISU without consulting with the President and receiving the written agreement of the President.

#### 10.10 Student Activities Officer – Limerick Campus

10.10.1 The Student Activities Officer (Limerick Campus) shall support the Sabbatical Officers in the provision of a diverse programme of on campus activities for students on the Limerick campus.

10.10.2 The Student Activities Officer (Limerick Campus) shall be the first point of contact for students who are interested in and part of Clubs & Societies on the Limerick campus.

10.10.3 The Student Activities Officer (Limerick Campus) shall sit on the Board of Irish College Societies as student representative.

10.10.4 The Student Activities Officer (Limerick Campus) shall alternate chairing of Clubs & Societies Council with the Student Activities Officer (Thurles Campus).

10.11 Student Activities Officer – Thurles Campus

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