



SO YOU WANT TO RUN FOR ELECTION?

A USI guide for potential candidates

Information on the electoral procedures for Students' Unions in Ireland, as submitted by
Students' Unions on request.

Welcome

This document compiles the basic information for students seeking election to full-time positions inside their own local Student's Union, USI and NUS-USI. Information on all Students' Unions is provisional, you should contact your local Students' Union for more information.

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Jargon Buster

Hustings – an event before an election where a candidate puts forward their reasons for running for election and what they would attempt to do if elected

Sabbatical – a description of the type of employment a full-time officer will undertake. In this way, the officer is considered to be a full-time student during their time in office. Allows an officer to return to studies after their year out in office.

Union of Students' in Ireland (USI)

Full Time Positions Available

The role descriptions for members of the USI Officer Board are given in Article 5 of the USI Constitution. They are laid out as follows:

The President:

- Shall have overall responsibility to lead the Union's work, to allocate and direct the work amongst the officers of the Officerboard and to report to Congress and National Council on the Union's work.
- Is the chief spokesperson and representative of students in Ireland.
- Is the Chief Executive Officer of the Union and can take such decisions that do not require a meeting of National Council or Congress. All such decisions must be reported to the next meeting of National Council.
- The President or his or her nominee shall be responsible for the human resource management of the union. The President must consult the Finance Committee in the areas of staff recruitment and termination. All recruitment shall be in a manner to be agreed with Finance Committee.
- Shall propose for ratification, to the first National Council each year, another member of the Officerboard to act as their Deputy in their absence, or, in the event of their death, resignation or incapacity. This nomination should be circulated to all Member Organisations at least one calendar week prior to the first meeting of National Council.
- Oversees the work of the President's Committee of which they are Chairperson.
- Shall nominate an appropriate member of Officerboard to assist Member Organisations not covered by Schedule G of the USI constitution.
- Where USI is requested to nominate a member or members to the board of an external body or committee the President shall inform National Council of all nominations made under this provision.

The Vice President for Academic Affairs:

- Shall have special responsibility for the Union's work on academic policy and quality assurance at levels five and upwards on the National Qualifications Framework, including, full-time and part-time students in Further Education and Higher Education, students on Labour Market, Activation Programmes and Apprenticeships. They shall act as an advocate for the Union's education policy on a national and international level and shall assist the VP/Campaigns in relation to campaigns on education matters.
- Shall also be responsible for supporting Member Organisations to develop academic policy within their own institutions and shall produce such research and develop such support structures, as this task requires.
- Shall be responsible for policy and research on postgraduate issues and shall assist the VP/Campaigns in relation to campaigns on Postgraduate issues.
- Shall be Chairperson of the Academic Affairs & Quality Assurance Committee and shall oversee its work. The function of this Committee is to support the VP/Academic in developing, implementing and planning the Union's academic affairs and quality assurance policies. It also assists the VP/Academic in supporting the academic affairs and campaigns of Member Organisations.

The Vice President for Welfare:

- Shall assist the VP/Campaigns in relation to campaigns for the defense and promotion of student welfare.
- Has responsibility for the implementation and development of the Union's welfare policy and oversees the work of the Welfare Committee of which they are Chairperson.
- Shall have special responsibility for the provision of welfare publications and materials.

The Vice President for Campaigns:

- Has overall responsibility for organising all Union campaigns.
- Has the responsibility to organise and prepare campaign strategies and plans of action as required by National Council, Officerboard or Congress in pursuit of Union policy in liaison with the President.
- Shall be responsible for overseeing Union publications, including electronic publications, in liaison with the President .
- Oversees the work of the Campaigns Committee of which they are Chairperson.
- Shall have overall responsibility for the coordination of Union Development, in liaison with the President and in accordance with Schedule M of the USI Constitution.

The Vice President for Equality & Citizenship:

- Shall have responsibility for the implementation and development of all Union policy in relation to issues of discrimination on the grounds of age, disability, family status, gender identity, marital status, membership of the Traveller Community, nationality, race, religion, sexual orientation, and/or socio economic circumstance.
- Shall assist the VP/Campaigns in relation to campaigns for the defence and promotion of student's rights in the areas of equality and citizenship.
- Shall have overall responsibility for the running of Equality, Citizenship and LGBTQ training events such as Pink Training.
- Shall be the chairperson of the Equality & Citizenship Committee.
- Shall assist the VP/Campaigns in relation to campaigns on, and shall be responsible for; running events and campaigns relating to citizenship in areas such as the environment and civic, social and political participation, with particular emphasis on voter registration; working with community and voluntary groups etc.

The Vice President for the Border, Midlands and Western (BMW) Region:

- Shall be responsible for Union development and liaison in their region. They shall also be responsible for the overall direction of the work of their region in conjunction with and reporting to the Officerboard.
- Shall communicate the message of the Union to ordinary members, Member Organisations, external organisations and the general public through various means including, but not exclusively, social media, traditional media, meetings, conference events, campaigns and training events.
- Shall communicate regional and Member Organisation's issues to the Officerboard.
- Shall work with all Colleges in the Border, Midlands and Western Region to develop their Unions focusing on Unions who have been suspended or where a College does not have a functional Union, to assist the students of that College to establish one.
- 'The Border, Midlands and Western Region' is defined as the Counties of Cavan, Donegal, Galway, Leitrim, Longford, Louth, Kildare, Mayo, Meath, Monaghan, Offaly, Roscommon, Sligo and Westmeath.
- Shall be elected by the Member Organisations in the BMW Region.

The Vice President for the Southern Region:

- Shall be responsible for Union development and liaison in their region. They shall also be responsible for the overall direction of the work of their region in conjunction with and reporting to the Officerboard.
- Shall communicate the message of the Union to ordinary members, Member Organisations, external organisations and the general public through various means including, but not exclusively, social media, traditional media, meetings, conference events, campaigns and training events.
- Shall communicate regional and Member Organisation's issues to the Officerboard.
- Shall work with all Colleges in the Southern Region to develop their Unions focusing on Unions who have been suspended or where a College does not have a functional Union, to assist the students of that College to establish one.
- 'The Southern Region' is defined as the counties of Carlow, Clare, Cork, Kerry, Kilkenny, Laois, Limerick, Tipperary, Waterford, Wexford and Wicklow.
- Shall be elected by Member Organisation in the Southern region.

An Leas Uachtarán don Ghaeilge (Part-time):

- Shall be responsible for carrying out, in the capacity of a part-time officer Union policy on the Irish language. They shall act as an advocate for the Union's Irish policy on a national level, encourage the use of Irish within the Union, and represent the Union's membership on various external bodies as agreed by National Council.
- Shall also be responsible for supporting Member Organisations to develop an Irish policy within their own institutions and shall produce such research and develop such support structures, as this task requires.
- Shall be Chairperson of the Irish Language Committee and shall oversee its work. The function of this Committee is to support the LU/Gaeilge in developing, implementing and planning the Union's Irish language campaign and policies.

How to be nominated

A candidate must be an ordinary member of the Union of Students in Ireland (including a Sabbatical Officer in a member organisation), or a member of the USI Officer Board. They must receive the nomination of the President of a Member organisation.

Hustings

- An opportunity to record a video message is available for each nominated candidate.
- There is one official hustings at USI Congress, This will take place on Monday 27 March.
- There may be other events, not organised by USI, at member organisations throughout the early Spring.

Term of Office

No member of the Officerboard may serve a cumulative total of more than three years on the Officerboard. With the exception of the VP/Irish, who shall be unpaid, the other members of Officerboard shall be paid a salary decided by Finance Committee. Their term shall be from the 1st July until the following 30th of June.

Election Dates

- Nominations open: January 16th
- Nominations Close: February 20th
- Deadline for withdrawal of nominations: February 27th
- Election Dates: Congress 2017 (March 27th - 30th)

NUS-USI

Full-Time Positions Available

The NUS-USI President

- The NUS-USI President shall be a member of Officerboard and shall have duties, rights and responsibilities as defined in Schedule F (The NUS-USI Agreement between NUS-USI, USI and NUSUK). <http://usi.ie/wp-content/uploads/2012/08/USI-Constitution-as-of-23rd-April-2016.pdf>
- The region governed by the Trilateral agreement is defined as the Counties of Antrim, Armagh, Derry, Down, Fermanagh and Tyrone.

How to be nominated

The candidate must be nominated by the President of Constituent Organisations in Northern Ireland.

Hustings & Debates

There is one official hustings at NUS-USI Conference.

Term of Office

1st July to 30th June

Who to contact

The NUS-USI President president@nistudents.org

Athlone IT Students' Union

Full Time Positions Available

The President

The President shall have full membership and shall be the principal spokesperson and the chief executive officer of the union and co-ordinator of all activities of the union.

- Shall be the chief representative of the students and shall have six main areas of responsibility: Finance, Representation, Organization, Supervision, Guidance of Media/ Publicity issues.
- Shall automatically take up office on the Institute's Governing Body and Academic Council at the beginning of his/her office and the outgoing President shall be deemed to have resigned.
- Shall perform other duties in relation to the organization of meetings, requesting meetings to take place and other functions as outlined in this Constitution.
- Shall assist the other officers of the Union in any way possible.
- Shall be entitled to sit on all bodies, sub committees or otherwise under the auspices of the Students' Union and all bodies sub committees of every nature and form under the auspices of Athlone Institute of Technology.
- Shall have the power to hire staff as he/she sees fit for the benefit of the student body subject to approval of the class representative union council.

Educational Issues:

- Is responsible for the implementation and development of the Union's Education Policies subject to the general direction of the Class Representative Council, Union Executive, General Meetings or Referendum.
- Shall publish deadlines for applications to other colleges well in advance of the closing date.
- Shall provide information on part-time courses within and outside Athlone Institute of Technology.
- Shall be cognizant of past or pending legislation which in any way affects students who are members of the Union.
- Shall attend all course board meetings on behalf of the students' union

The Deputy President Education and Communication Officer

- Shall have full membership of the Union. (The Deputy President shall act for and on the behalf of in the absence of the President).
- Is answerable directly to the President and shall perform duties which are assigned to him/her by the President.
- In the Absence of the President and Deputy President the Vice President shall act for and his/her behalf until the time when they return.

Research Duties:

- Will make every effort to undertake such research surveys, etc. as shall contribute to the development of the educational policy locally and nationally.
- Shall monitor developments in the I.T. sector and other related areas.
- Shall undertake any research that is assigned to him / her by the president
- Shall deal with all queries in relation to grants.

Communication Duties:

- Shall aid in the development of the Union's information and communication policy.
- Shall be familiar with all the communication mediums available to him / her within the college and use them to their full potential.
- Is to keep the membership of the union informed through the provision of a regular Union publication.

- Shall be the conveyor of the communication committee. The committee shall ensure that Union publications are not offensive or degrading to any section of Union membership. The communication should consist of the communication officer sabbatical officers and any other interested students.
- Shall be responsible for the annual handbook and any other publications which the president deems necessary.
- Shall be responsible for the contributions to any affiliated publications to which the Union is associated with.

Public Relation duties

- To establish and maintain contact with both national and local media in relation to all union and student affairs.

The Vice President for Welfare and Accommodation Officer

- Shall have full membership of the Union.
- Is answerable directly to the President and shall perform which are assigned to him/her by the President.
- in the absence of the President and Deputy President the Vice President shall act on his/her behalf until the time when the President and Deputy President returns.

Accommodation Duties

- Shall provide a wide range of accommodation services that caters for the needs of all students. He/ She shall represent the students in all accommodation matters.

Welfare Duties

- Shall take over the Welfare portfolio and will be responsible for the development of the Union Policy.
- Shall provide extensive welfare information service and keep students informed of the Union Welfare policy where appropriate.
- Should make every effort to attend training events, conferences or seminars which would have a direct impact on their work and the welfare of the Students in the Institute.

How to be nominated

Fill out nomination for and return to the Students' Union to be signed by the Students' Union President before the close of elections.

Debates and Hustings

Hustings take place on the Tuesday before election day

Election Dates (Provisional)

- Open 20th Feb
- Close 5pm 27th Feb
- Campaigning starts at the close of Nominations
- Hustings 7th March
- Election 8th March

Terms of Office

July 1st - June 30th

More information

Students' Union President; supres@ait.ie

Carlow College Students' Union

Full Time Positions Available

The Students' Union President:

Acts as the main representative of the Students within Carlow College. The President coordinates and assists the elected Part Time Officers in their duties, represents the Students on relevant boards and committees, and ensures that Carlow College provides an atmosphere that allows for students to develop and grow both as a person and in their academic pursuits.

How to be nominated

10 signatures

Debates and Hustings

1 Day of Hustings on the Carlow College Campus

Election Dates

- Nominations Open Monday 13th Feb
- Nominations Close 2nd March
- Campaigning: 6th March to 14th March
- Hustings: 15th March
- Elections & Results: 16th March

Terms of Office

August 15th - May 31st

More information

Students' Union President supres@carlowcollege.ie

Cork IT Students' Union

Full Time Positions Available

President:

- Chief Executive Officer
- Chief Spokesperson
- National Issues
- Campaigns
- Press & Media
- Representation
- Organisation
- Facilities
- Services

Vice President Education:

- Academic Issues & Advice
- Grants & Financial Issues
- Coordination of Education Campaigns
- Sourcing of Grinds/Extra tuition for students
- Exams & Assessments Advice & Support
- Development & Implementation of the Union's Education Policies
- Class Rep Recruitment

- Class Representative System Organisation & Coordination

Vice President Welfare:

- Coordination of Welfare Campaigns
- Sexual Health Advice & Guidance
- Mental/Emotions Health Advice & Guidance
- Safety
- Accommodation
- Equality
- Financial Issues
- General Student Support
- Alcohol/Drug Support

How to be nominated

40 signatures required - 2 x Union Council Members, 38 x Full-time Undergraduate and/or Postgraduate Students. To run for election individuals must be members of the Students' Union i.e. Full-time Undergraduate/Postgraduate Students or a member of the SU Executive.

Any one individual may only hold office of each respective sabbatical position for a period of two years.

Debates and Hustings

Hustings in Bishopstown Campus Canteen 1pm-2.30 pm on Wednesday 8th March Each candidate is expected to have an election manifesto. Each candidate will be expected to make a three minute speech and will have one minute at the end of questions to summate.

Election Dates

- Nominations Open: Monday 13th February
- Nominations Close: Friday 3rd March
- Campaign Start Date: Friday 3rd March
- Election Date: Thursday 9th March

Terms of Office

1st June - 31st May

More information

Vicky O'Sullivan (SU General Manager), Email: Vicky.OSullivan@cit.ie

Dublin City University Students' Union

Full Time Positions Available

- President,
- VP Academic Affairs,
- VP Welfare,
- VP Education & Placement,
- VP Engagement & Development

How to be nominated

TBC - Current process is complex. January meeting of Class Council may change things based on Returning Officer's proposal.

Debates and Hustings

TBC most likely the week beginning Feb 26th

Election Dates (Provisional)

Voting most likely the week of March 5th (voting in online)

Terms of Office

July 1st - June 30th

More information

su.elections@dcu.ie or president@dcusu.ie

Dublin IT Students' Union

Full Time Positions Available

PRESIDENT:

- shall be the primary spokesperson for the Union.
- Shall have the right of audience and attendance at meetings of the Board of DITSU CLG and all its subsidiary companies, Student Council and Class Representative Meetings and any other such bodies.
- Shall be the principal delegate and spokesperson to the National Council and Annual Congress of the Union of Students in Ireland.

VP FOR EDUCATION:

- Shall carry out functions as determined the Student Council from time to time, including the strategic development of services in the field of educational development, academic affairs, membership and any other duties so assigned by the Student Council, the President or DITSU CLG.
- Shall have the right of audience and attendance at meetings of the Board of DITSU CLG, the Student Council and Class Representative Meetings and any other such bodies so invited to participate within.
- Shall be a delegate to the Annual Congress of the Union of Students in Ireland.

VP FOR WELFARE:

- Shall carry out functions as determined the Student Council from time to time, including the strategic development of services in the field of welfare development, membership and any other duties so assigned by the Student Council, the President or DITSU CLG.
- Shall have the right of audience and attendance at meetings of the Board of DITSU CLG, the Student Council and Class Representative Meetings and any other such bodies so invited to participate within.
- Shall be a delegate to the Annual Congress of the Union of Students in Ireland.

VP FOR EVENTS:

- The Vice President for Events shall carry out functions as determined the Student Council from time to time, including the strategic development of services in the field of events, entertainment, RAG, membership and any other duties so assigned by the Student Council, the President or DITSU CLG.

- Shall have the right of audience and attendance at meetings of the Board of DITSU CLG, the Student Council and Class Representative Meetings and any other such bodies so invited to participate within.
- Shall be a delegate to the Annual Congress of the Union of Students in Ireland.

How to be nominated

Number of nomination signatures needed:

- President - 100
- VP for Education – 100
- VP for Welfare – 100
- VP for Events - 100

Debates and Hustings

- Sabbatical Officer Northside Hustings
- Sabbatical Officer Southside Hustings
- Presidential Debate

Election Dates (Provisional)

Voting 14th and 15th of March

Terms of Office

July 1st - June 30th

More information

elections@ditsu.ie

GMIT Students' Union

Full Time Positions Available

President

The Chief Executive Officer of the Union and shall have overall responsibility for the affairs of the Union on every campus in GMIT including Galway, Letterfrack, Mayo, Cluain Mhuire and Mountbellew. Subject to the provisions of the constitution s/he may allocate areas of work to the elected officers and staff. The President shall have overall responsibility to oversee the workings of the Students' Union business.

Deputy President for Education

The overall Deputy President of the Union. S/he shall actively assist the President in carrying out his/her duties and shall deputise for him/her where necessary. In case of unavailability of the President, the Deputy President shall be the principal officer of the Union. S/he shall be elected by students in all campuses. S/he is responsible for the academic policies of the Union and the provision of adequate education support services to members.

Vice President for Welfare

Shall be responsible for Student Services in Galway, Cluain Mhuire, Letterfrack and Mountbellew in particular the provision of the adequate welfare information services to these members. S/he is responsible for the equality and disability campaigns of the Union

Vice President for the Mayo Campus

Shall be based in the Mayo Campus and shall carry out all aspects of Union policy in Mayo. S/he shall be the principal officer on the Mayo campus in the absence of the President and shall represent the views of the Mayo members to the Union, however financial statements will be reviewed monthly with the President. The Vice President for the Mayo Campus may appoint or organise for the election of such other part-time officers as they see fit.

How to be nominated

- Candidates must be either a full-time student in GMIT or a full-time Sabbatical Officer with GMIT Students' Union.
- Candidates must receive nominations from 25 members of GMIT Students' Union.

Debates and Hustings

- Candidates for the positions of President and Deputy President for Education are expected to attend Hustings on the Galway, Mayo, Letterfrack and Cluain Mhuire Campuses
- Candidates for the position of Vice President for Welfare are expected to attend hustings on the Dublin Rd, Cluain Mhuire and Letterfrack campuses
- Candidates for the position of Vice President for the Mayo Campus are expected to attend hustings on the Mayo campus.

Election Dates (Provisional)

- Nominations Open: February 27th
- Nominations Close/Campaign Start: March 10th
- Election Date: March 23rd

Terms of Office

July 1st - May 31st

More information

Queries: sugeneralmanager@gmit.ie

IADT Students' Union

Full Time Positions Available

President

Chief spokesperson for the Union. Manages all affairs and matters, other officers are answerable to the President. Oversees all union finances and spending. Overall responsibility for coordinating and delegating Students' Union campaigns.

Education

Provide info on educational issues, take management of union council, deal with academic grievances. Aid the development of educational policies.

Welfare

Provide info on welfare and equality issues, shall coordinate with the access office, the Student assistance fund (SAF) and Child Care subsidy Fund. Provide student hardship loans/funding to students in need or emergency. Coordinate campaigns on welfare issues.

How to be nominated

Collect 20 signatures by any member of the Students' Union (the student body of IADT)

Debates and Hustings

Hustings will all candidates and a debate with all candidates - the rest is personal campaigning

Election Dates

- Election nominations open: February, 6th (2017)
- Election nominations close: February 17th (2017)
- Campaigns start: February 20th (2017)
- Vote takes place: March 1st and 2nd (2017)

Terms of Office

July 1st - June 30th

More information

Students' Union President: presidentiadt@gmail.com

IT Blanchardstown Students' Union

Full Time Positions Available

President

The position of Students' Union President shall be sabbatical. The President shall work 35 hours per week and be paid 4th point of the grade III scale. The main roles of the Students' Union President will be:

- To represent ITB Students for the duration of the term of office. This involves being available to students on campus throughout the year.
- To represent students on ITB groups including Academic Council, Students' Union Finance Committee, Governing Body and any working group that may be established during the term of office.
- To supervise the coherent functioning of the Students' Union Officer Team.
- To meet regularly with class reps and to sit on regular forums organised and prepared by the Vice-president to ensure all student voices are heard.
- To represent ITB students on external bodies, for example, USI.
- To liaise with Student Services staff in the coordination of student induction activities.
- To oversee the correct implementation of all financial management procedures.
- To draw up, and seek funding for, the annual Students' Union budget.
- To ensure that the Students' Union operates at all times in accordance with all ITB regulations.

The President has overall responsibility to lead the Union's work, to allocate the work amongst the officers. The President is the chief spokesperson and representative of the Union. The term of office for the President starts on the 1st of July each year and ends on the 30th of June the following year.

Vice- President / Welfare Officer

The position of Students' Union Vice- President shall be sabbatical. The Vice- President shall work 35 hours per week and be paid 1st point of the grade III scale. The main roles of the Students' Union Vice President will be:

The main role of the vice-president is:

- To act as treasurer for all Students' Union finances, which involves ensuring that all Students' Union finances are managed in accordance with the agreed financial management procedures.
- To act as welfare officer for all students and organise appropriate events and promotions for example Health awareness week, Sexual health awareness etc.
- To stand in for the Students' Union President during periods of temporary absence.
- To oversee the election of class reps for each group, to meet regularly with class reps and to hold regular forums to ensure all student voices are heard.
- To be in attendance at all Students' Union Finance Committee meetings, and any other Committees to which the Vice-President may be appointed.
- To be an active member of the Students' Union Officer Team, and to report to the Students' Union President on a regular basis.
- To support the Students' Union President at all times both on and off campus where student related activities are concerned.

The Students' Union Vice-President must be prepared to work for the entire term of office. Part of this will involve being available to answer student queries in the SU office. The term of office runs from the 1st of July of each year and will end on the 30th of June the following year.

How to be nominated

20 Nominations from students

Debates and Hustings

A hustings takes place the day before the election

Election Dates (Provisional)

- Week 1
 - (Thursday 9th of March) Election Schedule published
- Week 2
 - (Monday 13th of March) Information session - Communication of candidates
 - (Wednesday 15th of March) Nominations in by 5pm
 - (Thursday 16th of March) List of candidates published (Canvassing can begin)
- Week 3
 - (Wednesday 22nd of March) Debate in sports hall
 - (Thursday the 23rd of March) Election day
 - (Friday the 24th of March) Results

Terms of Office

July 1st - June 30th

More information

Students' Union President 0857406865 Studentpresident@itb.ie

IT Carlow Students' Union

Full Time Positions Available

President:

- Be CEO and Chief Spokesperson for the Union
- Manage the finances of the Union
- Present annual accounts to a General Meeting of the membership

- Allocate work to the other elected officers and staff, subject to the provisions of this constitution
- Publish and display this Constitution so that all members may be aware of its provisions
- Represent the Union on relevant internal and external bodies such as the Governing Body and the National Council of the Union of Students in Ireland.
- Co-ordinate and direct the general activities, policies, staff and officers of the Union
- Chair the Executive Committee meetings.

Deputy President/Education and Welfare Officer:

- Deputise for the President in his/her absence
- Be responsible for the provision of information relating to entitlements, rights, grants and accommodation and provide information on and referrals to more experienced and specialized organizations on other matters concerning welfare
- Provide further education and careers information
- Develop the educational policy of the union
- Represent the Union on the USI Welfare and Education Working Groups
- Shall organize such campaigns with the Executive as are deemed necessary from time to time.

Vice-President/Publications and Entertainments Officer shall:

- Produce a weekly student publication
- Be responsible for the day-to-day operation of the SU Office
- Be the first point of contact for students in the SU Office
- Organise the weekly SU Discos and the monthly SU Balls and other Entertainment events as may from time to time be required
- Shall be Chairperson of the Rag Week Committee
- Lead the team of all three full-time officers in all Entertainment deal negotiations
- Shall present all contracts to the Executive Committee for the ratification and to the President for signature on behalf of the Union.

How to be nominated

Collect 20 signatures by any member of the Students' Union

Debates and Hustings

Hustings take place for all candidates on both the Carlow and Wexford Campus

Election Dates

- Election nominations open: February 27th (2017)
- Election nominations close: March 3rd (2017)
- Campaigns start: March 8th (2017)
- Vote takes place: March 22nd (2017)

Terms of Office

July 1st - June 30th

More information

Students' Union President: supresident@itcarlow.ie

IT Sligo Students' Union

Full Time Positions Available

- **President**
- **Welfare**
- **Education**

How to be nominated

One proposer, a seconder, 25 additional signatures. All students from ITSSU

Debates and Hustings

Day before election

Election Dates

- Nominations open 21st February,
- Close 7th/8th March,
- Elections 14th/15th March.
- (these are approximate dates and are subject to change as the SU has not set them yet)

Terms of Office

July 1st - June 30th

More information

Students' Union President

IT Tralee Students' Union

Full Time Positions Available

President

- Shall have full membership and shall be the principal spokesperson and Chief Executive of the Union and coordinator of all activities of the Union.
- Shall be the chief representative of the students and shall have five main areas of responsibility:
 - Finance
 - Representation
 - Organisation
 - Supervision
 - Guidance of Policy and Media/Publicity Issues
- Shall automatically take up office on the college Governing Body and Academic Council at the beginning of their term of office and the outgoing President shall be deemed to have resigned.
- Shall perform other duties in relation to the organisation of meetings, requesting meetings to take place and other functions as outlined in this constitution.

Deputy-President/Vice President for Education

- Shall deputise for the President during the President's absence where appropriate, as determined by the President.
- Is responsible for the implementation and development of the Union's education policies subject to the general direction of Class Representative Council, Union General Meetings, Referendum or Union Executive.

- Will make every effort to undertake such research surveys, etc. and shall contribute to the development of educational policy locally and nationally.
- Shall deal with all queries in relation to grants.
- Shall provide information as regards transferring procedures for Institute of Technology Tralee Students to other colleges both in Ireland and abroad.
- Shall be responsible for educational campaigns and events such as “Your Future week” etc. and also the training of Class Representatives at Class Representative Training.
- Shall automatically take up office on the Academic Council at the beginning of term and the out-going Vice-President Education shall be deemed resigned.
- Shall be responsible for providing a wide range of application forms, a prospectus and other relevant material for colleges both in Ireland and abroad.

Vice-President for Welfare

- Is responsible for dealing and providing information on welfare issues of the union.
- Shall seek to ensure that no discrimination of any kind occurs among students.
- Shall be responsible for increasing the raising awareness on campus of any and all facilities and resources in the local community that may be of use, benefit or interest to students. They shall also be responsible for working to improve the relationship and image of the student body within the local community.
- will be responsible for all welfare related events both locally and nationally
- Will provide training for Class Reps on Welfare issues.

How to be nominated

Candidates are nominated by receiving 24 signatures for full-time positions

Debates and Hustings

Hustings take place in North and South Campus within the same week of elections. The days and times of hustings normally take place during lunch in the Students Canteen.

Election Dates

- SU Nominations to open from 1st of March to the 9th of March
- Canvassing commences from 20th of March to the 6th of April
- Elections Day - Thursday 6th of April

Please note all dates are subject to Governing Body ratification.

Terms of Office

July 1st - June 30th

More information

Steve Clifford - President ITTSU, 083 1 156 156

IT Tallaght, Dublin Students’ Union

Full Time Positions Available

President:

- Has overall responsibility to lead the union's work, to allocate the work among the officers and report to the class assembly and at the AGM on the Union's work.
- Is the chief spokesperson and representative of the Union.
- Is an officer of the executive and class rep assembly.
- Both Deputy-Presidents assists the President in said role.

Deputy President/Education Officer:

- In the absence of the President shall assume those duties of the President where necessary
- Has overall responsibility for the implementation and development of the Union's education policy.
- Has special responsibility for the work of the Union in academic affairs.
- The Deputy-President/Education is responsible for representing students with any academic problems, and shall do so if requested.
- Is also responsible for providing education information, including such information on other courses and relevant information such as exam protocols and procedures.
- Should have regular liaisons with college management regarding the education brief e.g. changes in college procedures.
- Has responsibility for class representatives and mature students

Deputy President/Welfare Officer:

- Has overall responsibility for initiating campaigns for the defense and promotion of of student welfare rights.
- Has responsibility for the implementation and development of the Union's welfare policies and oversees welfare working groups of which s/he is chairperson.
- Has special responsibility for the provision of welfare publications and materials. Students have the right to an education free from financial or personal worries.
- It is the responsibility of the Deputy President/Welfare Officer to, wherever possible, help in relation to these matters.
- Should be available at all times in confidence for students to avail of their services. S/he is obliged to have all relevant information openly available to students. This information must be gathered in a non-discriminatory fashion.

How to be nominated

Nomination forms signed by the candidate and a proposer and seconder, shall be handed to the President or the appointed Returning Officer no later than 12 noon three college days prior to elections.

A letter of each candidate's manifesto must accompany the nomination form and addressed to the president and/or returning officer.

The Returning Officer shall publicize the location and arrangements of the single voting station, which must be on-campus, together with the list of candidates.

Debates and Hustings

Hustings for all candidates take place two days prior to voting.

Election Dates (Provisional)

- Nominations Open - Feb 27th 2017
- Nomination Close - March 10th 2017 @ 12pm sharp
- Hustings - March 13th 2017
- Campaigning takes place only during voting days/times - March 15th & 16th 2017 10am-3pm exclusively

Terms of Office

1st of July - 30th of June

More information

ITT SU President - 0874007510 - 01 404 2552 - supres@ittdublin.ie or Pauline O'Reilly - ITT SU Secretary - 01 404 2553 - susec@ittdublin.ie

Letterkenny IT Students' Union

Full Time Positions Available

- Student President,
- VP Welfare Officer,
- Entertainments and Communications Officer

How to be nominated

100 signatures from full time registered students

Debates and Hustings

One Hustings

Election Dates

Vote takes place: 06/02/2017 - 08/02/2017

Terms of Office

July 1st - June 30th

More information

Students' Union President

Maynooth Students' Union

Full Time Positions Available

President:

Shall:

- Be directly elected by the members of the Union and responsible to Student Senate.
- Take sabbatical leave from his / her studies for the duration of his / her term of office.
- Be a full-time officer and shall be paid a stipend at a rate to be decided by the Board of Trustees of the Union.
- Be the Chief Executive Officer of the Union and shall be ultimately responsible for the administration of the Union. All officers and staff of the Union shall be responsible to the President.
- In conjunction with the Finance Manager be responsible for preparing a master budget for the Union projecting income and expenditure at the beginning of the academic year, and ensuring strict adherence to that budget.
- Be responsible for preparing the annual plan of work, for approval at the first meeting of Student Senate that year.
- Be the primary student representative to the Governing Authority & Academic Council.
- The President shall have the authority to nominate the second and other student representatives to any committee or body as requested
- Specify the order of succession amongst the Vice Presidents.
- Chair the Constitutional and Representative Review Committee of Student Senate and provide a comprehensive review of the Union Constitution once every five years from the date of adoption of this Constitution.
- Be ex-officio chair of all meetings of the Union, except where otherwise explicitly stated in the Constitution but may delegate any of these positions to another officer.
- Have plenary powers between meetings of the Executive to fulfil the aims and objectives of the Union, but shall be responsible to the Executive and Student Senate for these actions.

- Be the chief spokesperson of the Union and shall handle all media enquiries, but shall consult with the relevant officers and bodies before communicating Union policy
- Ensure that full crossover training is provided for all incoming officers of the Union and shall be ultimately responsible for ensuring that each sabbatical officer provides a cross-over manual and abides by HR policies implemented by HR Management.
- Ensure that all Executive members produce and publish officer reports at least three times per semester.
- Liaise between the Executive and the Board of Trustees between meeting of the Board of Trustees.

Vice President for Education:

Shall:

- Be directly elected by the members of the Union and responsible to the President
- Take sabbatical leave from his / her studies for the duration of his / her term of office
- Be a full-time officer and shall be paid a stipend at a rate to be decided by the Board of Trustees of the Union
- Be responsible for all academic issues including but not limited to: quality assurance, academic supports & resources, examinations, continuous assessment & feedback and all arising educational issues
- Be responsible for dealing with all academic-related casework by: Acting as a point of peer-provided guidance
- Act as the primary spokesperson on all academic issues and represent members on various university committees including but not limited to:
- Acting as a listening & referral service

Academic Council:

- All Faculty Committees Student Library Committee
- Be responsible for updating members on changes in the education system or changes within the educational structure of the University which are relevant to students
- Be ultimately responsible for developing and enacting all Union educational policies and campaigns
- Be responsible for the maintenance of an effective Academic Representative system, Academic Rep Council, to include co-ordination of training and development for Academic Representatives
- Act as the secretary and convenor of the Executive

Vice President for Welfare and Equality:

Shall:

- Be directly elected by the members of the Union and responsible to the President
- Take sabbatical leave from his / her studies for the duration of his / her term of office
- Be a full-time officer and shall be paid a stipend at a rate to be decided by the Board of Trustees of the Union
- Be responsible for dealing with all welfare-related casework by: Acting as a point of peer-provided guidance Acting as a listening & referral service.
- Representing members at university forums where welfare issues are discussed.
- Be responsible for the maintenance and improvement of welfare-related student supports & services.
- Represent members on various university committees including but not limited to: Governing Authority.
- All committees related to the provision of financial assistance to students.

- Chair the Campaigns, Welfare & Equality Committee of Student Senate.
- Be responsible for the planning and implementation of at least three welfare campaigns and two equality campaigns per year.
- Be responsible for all welfare and equality issues including but not limited to: mental health; sexual & physical health; financial hardship; accommodation; discrimination and access issues
- Ensure the dignity and defence of the rights of the membership to the University and within the Students' Union
- Ensure that there are procedures in place, which are adhered to, for members discriminated against on grounds of gender, marital status, family status, sexual orientation, religion, political belief, age, nationality, disability, race or membership of the Traveller community
- Be responsible for formulating and enacting the Union's welfare and equality policies and procedures
- Consult, in strict confidence with members in the event of discrimination by any member of the Union or University, and shall represent individuals when requested to the relevant body or authority.

Vice President for Clubs, Societies and Student Engagement:

Shall:

- Be directly elected by the members of the Union and responsible to the President.
- Take sabbatical leave from his / her studies for the duration of his / her term of office.
- Be a full-time officer and shall be paid a stipend at a rate to be decided by the Board of Trustees of the Union.
- Chair Clubs and Societies Council and Clubs and Societies Executive, as constituted at Article 12 and 13 of the constitution, and report to the Executive and Student Senate on its deliberations and decisions.
- Ensure that all Clubs and Societies produce a capitation form, a full list of assets and semester audits.
- Be responsible for training and development of Clubs and Societies executives
- Maintain a full and up-to-date list of all Clubs and Societies and their contact information.
- Communicate all relevant matters from the Union to the Clubs and Societies and from Clubs and Societies to the Union
- Oversee the running of the Clubs and Societies League and ensure the operation of an effective support structure for Clubs and Societies
- Aid and advise Clubs and Societies on the organisation of events and other activities
- Promote Clubs and Societies participation and activities throughout the University
- Maintain the assets register for the Student Centre, Clubs, Societies and the Students' Union.
- Ensure the Union's involvement in the management and running of relevant campus-wide events including, but not limited to: Community Engagement Week; Clubs and Societies Fairs Day (Semester 1 & 2); Clubs and Societies Awards; Sports Day; Arts Week
- Create a Clubs and Societies handbook available to all Clubs and Societies at the beginning of each Academic year
- To sit on all committees relevant to Student Life and Engagement at both Union and University level
- Find suitable charitable candidates and through a vote of Clubs and Societies Council determine the Annual MSU Charity
- Act as a spokesperson for the Union on matters regarding the development of student entrepreneurship and volunteering.

How to be nominated

- Only ordinary members of the Union shall be entitled to vote in Union elections.
- All elections shall take place under the direction of the Returning officer and staff instructed by the Elections & Appeals Committee of the Board of Trustees. Elections for the Executive shall be conducted by Proportional Representation by means of a Single Transferable Vote. Candidates for Executive elections must be proposed by any 60 members who sign an official nomination form to that effect.
- No person shall put themselves forward for election that is unable to fulfil the portfolio for which they present themselves.

Debates and Hustings

No information is available

Election Dates

- Election nominations open: February 8th (2017)
- Election nominations close: February 22nd (2017)
- Campaigns start: February 23rd (2017) - March 8th (2017)

Terms of Office

July 1st - June 30th

More information

Students' Union Returning Officer: msureturningofficer@gmail.com

National College of Ireland Students' Union

Full Time Positions Available

President:

The President shall be the CEO of the union and shall be responsible to the student council for the implementation of all union policy mandates. The President shall provide information to all students relating to educational entitlements, rights and grants and other educational matters. The President is also responsible for the implementing and running of the Class Rep system.

Vice President:

The Vice president shall deputise in place of the President in his/her absence. The Vice President shall be responsible for the provision of the information relating to rights and entitlements on all matters welfare and equality related and provide information on and referrals to more experience and specialised organisations on the matters concerning welfare.

How to be nominated

30 Nominations from students

Debates and Hustings

Hustings will take place on Thursday 2 March 2017

Election Dates (Provisional)

- Nominations will open on Monday the 13th of February and will close on Friday the 24th of February.
- Campaigning will begin on 27th of February

- Voting for the elections will take place on the 6th, 7th and 8th of March. Election results will be announced on Thursday the 9th of March.

Terms of Office

July 1st - June 30th

More information

admin@ncisu.ie

NUI Galway Students' Union

Full Time Positions Available

President

- Shall act as Chairperson and shall have responsibility to uphold this Constitution and the terms of reference of all Union companies.
- Shall be responsible for liaising with the appropriate staff members of the Union, the Union's companies and with University management.
- Shall have responsibility for the day to day finances of the Union in conjunction with the senior staff member and shall report to the Finance Committee on those issues.
- Shall also be responsible for ultimate coordination of Students' Union campaigns.
- Shall be required to act as a member of the Boards of Directors of companies owned by or related to the Union.
- Shall represent Union members on University committees.
- Shall be the Chief Executive Officer and chief spokesperson of the Union.
- Shall be the principal delegate to the National Council and Annual Congress of the Union of Students in Ireland.
- Shall also be required to give a mandatory report on work carried out at each Executive meeting.

Vice-President / Welfare Officer

- Shall have responsibility for providing information and educating the general student body on welfare issues and to this end shall initiate campaigns on relevant and pressing Welfare issues.
- Shall also organise and chair the Welfare Forum.
- Shall represent members on various University committees.
- Shall also provide a confidential listening and referral service for members of the Union.
- Shall also be required to give a mandatory report on work carried out at each Executive meeting.

Vice-President / Education Officer

- Shall have ultimate responsibility for the co-ordination of the CRC in conjunction with the relevant staff members.
- Shall provide a confidential listening and referral service for all Union members.
- Shall be responsible for dealing with individual requests from students.
- Shall have responsibility for keeping the Executive and general student body informed on relevant educational issues.
- Shall represent members on various University committees. (vi) Shall also organise and chair the Education Forum.

- Shall also be required to give a mandatory report on work carried out at each Executive meeting.

How to be nominated

To be eligible to run in this election, candidates must be members of NUI Galway Students' Union. All registered students of NUI Galway, on payment of the student levy are members of the Students' Union. You need to be nominated by 20 members of the Students' Union i.e. registered students. Nomination forms shall be made available from the Students' Union office and the Students' Union website once nominations have been opened. Completed nomination forms must be returned to the Students' Union election nomination box in Áras na Mac Léinn by the appointed date and time. Late nominations will not be accepted under any circumstance.

Debates and Hustings

Three hustings sessions shall take place on campus during election week for each of the full time positions.

Each candidate will be giving 5 minutes to speak freely and the candidates will be given the same 3 questions to answer.

Election Dates (Provisional)

- Nominations Open: 10am Thurs 16th Feb
- Nominations Close: 5pm Weds 22nd Feb
- Election Day: Thurs 2nd March

Term of Office

July 1st - June 30th

More information

Queries regarding the officer role, please email the General Manager: chris.newell@nuigalway.ie

Queries regarding regulations or running of the elections, please email: elections@su.nuigalway.ie

St Angela's College, Sligo Students' Union

Full Time Positions Available

President

- The President shall be responsible for the implementation of all aspects of Union policy.
- The President shall chair all Executive Committee meetings.
- The President shall be the principal spokesperson of the Union and shall be responsible for the coordination of all Union campaigns.
- The President shall present budgets at the beginning of each academic year to council for ratification, not later than the first week of November. She/He shall also present the audited accounts of the Union for the preceding academic year.
- The President shall be elected in accordance with the election schedule.
- The President shall sit on the Academic Council and any other relevant councils or committees, which may discuss educational affairs of the College or delegate the position to another member of the Executive Committee.
- The President will also allocate duties to the executive.
- The President shall have authority to enter into legally binding agreements on behalf of the Union so long as such agreements further the aims and objectives of the Union.
- The President can be full-time paid or part-time unpaid officer of the Union. She/He shall receive and sign employment contracts prior to taking up office and shall be remunerated at

a rate to be decided by the Finance Committee. She/He will have to state during the election process whether they intend to take the position as a full-time paid officer or a part-time unpaid officer.

- The Union President shall be responsible for the working and safeguarding of this constitution.

How to be nominated

- A Nomination form must be completed and returned by 2pm on the close of elections, 7 days prior to election date.
- Nominations shall be on forms authorised by the Returning Officer and must be returned to the Returning Officer or her/his nominee.
- Nomination forms shall specify the post which the candidate is running for and shall be signed by the candidate and two proposers, who must all have full membership of the Union.

Debates and Hustings

Election Speeches to read lunchtime on the day before the election date.

Election Dates (Provisional)

- Nominations Open February 2017;
- Nominations Close March 29th;
- Campaigns start date March 30th 2017;
- Election date April 4th 2017.
- All dates to be confirmed with SRC.

Terms of Office

July 1st - May 31st

More information

dquinn@stangelas.nuigalway.ie or suprez@stangelas.nuigalway.ie

Stranmillis University College Students' Union

Full Time Positions Available

SU President

To manage the Students' Union financially, as well as coordinating the Students' Union executive team in all matters concerning students at Stranmillis University College

How to be nominated

Candidates are nominated by receiving 4 signatures

Debates and Hustings

One debate in the middle of campaigning week

Election Dates

- Nominations open 16th January, close 23rd January.
- Campaign starts 23rd January, close 30th January.

Terms of Office

June 1st - May 31st

[More information](#)

SU President President@stran.ac.uk

TCD Students' Union

Full Time Positions Available

Each of the Sabbatical Officers shall:

- Act in the furtherance of the aims and principles of this constitution
- Attend meetings of Union Committees when possible.
- Present a written report to each meeting of Council.
- Represent the Union on external bodies as necessary.
- Liaise with other Students' Unions.
- Be a signatory on the Union's chequebooks and contracts.
- Prepare and present an annual budget and regular financial reports as appropriate to the Union Forum.
- Provide a crossover manual for their successor.

President:

- To act as the primary representative for the members of the Union in the furtherance of the aims and principles of this constitution as laid out in Chapter 1 of the constitution.
- To act as the Chief Campaigns Officer of the Union; including but not limited to:
 - Acting as the chair of the Union Forum.
 - Setting strategy for Union campaigns in conjunction with the Union Forum.
 - Working with the Communications & Marketing Officer to publicise all Union campaigns.
- To represent the members of the Union on college committees including but not limited to:
 - The Board of Trinity College Dublin.
 - Sub-committees, working groups and advisory groups of the Board where relevant.
 - Any other external group that is relevant to the furtherance of these duties.
- To act as the Chief Administrator and Chief Executive Officer of the Union; including but not limited to acting, with the Administrative Officer, as one of the co-treasurers of the Union
- To: manage Schedule 2 in consultation with the AO, manage Schedule 5 and manage Schedule 8.
- To act as liaison between the Union and external bodies including, but not limited to:
 - The Students' Unions of the affiliated Colleges.
 - The Central Societies Committee.
 - The Dublin University Clubs and Athletics Committee.
 - Any other external bodies relevant to the members of the Union
- To maintain and improve Union services
- To assist the other officers of the Union in the execution of their duties.

Education Officer:

- To act as the primary representative for the academic interest of the members of the Union and to act as the Union's Chief Academic Officer.
- To deputise for the President in their absence.
- To chair the Education Committee and along with the other members of this committee to:
 - Ensure the maintenance and improvement of educational standards in College.
 - Ensure the maintenance and improvement of academic student services in College
- To represent the members of the Union on College committees including but not limited to:

- The Council of the University of Dublin.
- The board of Trinity College Dublin.
- Sub-committees, working groups and advisory groups of the Board where relevant.
- Any other external group that is relevant to the furtherance of these duties.
- To act as the secretary to and a non-voting member of the Electoral Commission.
- To deal with the academic issues faced by the members both collective and individual.
- To manage Schedule 1, Schedule 6 and Schedule 9.
- To conduct Class Rep Training. How to be nominated.

Welfare and Equality Officer:

- To act as the primary representative for the welfare interests of the members of the Union
- To chair the Welfare Committee and along with the other members of this committee to:
 - Ensure the maintenance and improvement of non-academic student services in College.
- To represent the members of the Union on College committees including but not limited to:
 - The Board of Trinity College Dublin.
 - Sub-committees, working groups and advisory groups of the Board where relevant.
 - Any other external group that is relevant to the furtherance of these duties.
- To deal with the welfare issues faced by the members both collective and individual
- In conjunction with the Union Forum to plan and implement campaigns for the benefit of the welfare of the members of the Union and to promote equality and diversity.
- To ensure the fair representation of all student groups within the Students' Union and College and to act as the Union's chief equality officer.

Communications and Marketing Officer:

- To manage the Union's communications both internally and externally. This includes, but is not limited to:
 - The Union's official press releases and internal communications.
 - The Union's online presence and online communication.
 - Posters and other printed paraphernalia used to promote Union activity.
- To act as the Union's Chief Marketing Officer. This includes, but is not limited to:
 - Working with the Union Forum to ensure adequate sponsorship for Union activities
 - Managing the Union's branding and representations of the Union's identity
- To manage on a day-to-day basis, all Union publications with the exception of The University Times, as provided for in Schedule 10.
- To manage Schedule 7.
- To chair the Communications & Marketing Committee and along with the other members of this committee to:
 - Ensure the maintenance and improvement of the Union's communication services.
 - Distribute Union Publications to the members of the Union.
 - Develop communications and marketing strategies for the Union.
- To keep an archive of the documentation of all Union meetings.

Entertainments Officer:

- To organise and manage entertainments for the members of the Union
- To assist the Class Reps in the organisation of entertainments for their constituencies
- To engage with internal and external voluntary groups towards fundraising activities

How to be nominated

Collect 10 signatures by any member of the Students' Union

Debates and Hustings

There will be 5 and one at Trinity Halls (residence) These are TBC.

Election Dates

- Election nominations open: January 9th (2017)
- Election nominations close: January 27th (2017)
- Campaigns start: 8pm February 14th (2017) until 4pm February 22nd (2017)
- Election: March 1st & 2nd 2017

Terms of Office

July 1st - June 30th

More information

Students' Union President: president@tcdsu.org

Waterford IT Students' Union

Full Time Positions Available

The President

Shall be the chief representative of the students of the college and shall have 6 areas of responsibility:

- Representation
- Finance.
- Organisation.
- Supervision and guidance of policy.
- The president shall be the chief interpreter of this constitution subject to appeal from the Board of Appeals.

The Deputy President/Education

Shall be responsible for the following areas:

- Education
- Employment
- Union Representatives

The Deputy President/Education will deputise for the President in the President's absence where appropriate, as determined by the President.

The Deputy President/Welfare

shall be responsible for the following areas:

- Welfare and Equality
- Student Safety
- Accommodation
- Security and health

The Deputy President/Welfare will deputise for the President in the President's absence where appropriate, as determined by the President.

How to be nominated

300 signatures full time

Debates and Hustings

- Candidates Meeting Thursday March 2nd at 4pm AO2.
- Hustings Session 1 - All positions Wednesday 8th March Cork Road Campus 11.00, College Street 1pm.
- Hustings Session 2 - Full time positions only - Thursday 9th March College Street Campus 11am, Cork Road Campus 1pm.
- Hustings Sessions 3 - Tuesday 14th of March - All positions and USI candidates, Cork Road Auditorium 5.30pm.

Election Dates

- Nominations open 9th of February, Close 2nd of March.
- Campaign Start date Monday 6th of March.

Terms of Office

July 1st - June 30th

More information

Returning Officer - Anne-Marie - amframpton@wit.ie