



ISSU
IRISH SECOND-LEVEL
STUDENTS' UNION

ISSU Constitution

Adopted by An Chomhdháil Bhliantúil 2023

Last Amended in June 2023 following An Chomhdháil Bhliantúil

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Irish Second-Level Students' Union

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Preamble

Herein are the articles of the Constitution of the Irish Second-Level Students' Union (ISSU).

The ISSU is a democratically governed association that shall work to represent, uplift and defend the voice of second-level students.

The Constitution derives its authority from the member schools of the Irish Second-Level Students' Union.

This Constitution hereby revokes all previous Constitutions.

The Constitution may be amended by Referendum, Extraordinary Assembly and the Comhdháil Bhliantúil.

Policies shall be upheld by: Coiste Gnó na nDaltaí, hereafter referred to as the Coiste Gnó and/or (CG), the Regional Officer Body, hereafter referred to as the ROB, the Monitoring and Advisory Committee, hereafter referred to as the MAC, the Secretariat and the Board of Directors of the Irish Second-Level Students' Union.

Article 1: Title of Organisation

1.1 The name of Ireland's second-level students' union is the Irish Second-Level Students' Union - abbreviated as ISSU, or in Irish; Aontas Daltaí Iar-bhunscoile na hÉireann - abbreviated as 'ADIÉ'.

Article 2: Fundamentals

2.1 The ISSU is the national umbrella body for second-level student councils in the Republic of Ireland. The ISSU represents Irish second-level students on local, regional, national and international levels.

2.2 The main objective for which the ISSU is established is to contribute to the advancement of second-level education for all second-level students in order to improve and enrich the education of each student and to support the involvement of students at all stages of their education so that they achieve their full potential, and as responsible citizens, improve society.

2.3 The mission statement of the ISSU is as follows; *"The Irish Second-Level Students' Union will be an agent and a catalyst for change in the Irish education system, seeking to advance education by involving young people actively in all aspects of their education, thus empowering and supporting young people to realise their voice and take action."*

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2.4 All elected officers, structures, staff and volunteers will actively collaborate to further the ISSU's mission.

2.5 The vision statement of the ISSU is as follows *"The Irish Second-Level Students' Union shall work towards an education system in which the views, opinions and contributions of students are respected and in which students are recognised as an official partner in creating an education that is centred around and caters best for students."*

2.6 The slogan of the ISSU is as follows; *'Representing, Uplifting and Defending Student Voice.'* or as *Gaeilge* 'Guth na ndaltaí a chothú , a chosaint agus a spreagadh.'

2.7 The ISSU is a democratic, non-profit and non-governmental youth organisation, independent from any political groups.

2.8 ISSU Core Respects:

I. Respecting Our Values:

- A. The ISSU is a fair and transparent organisation. It opposes discrimination on the grounds of gender, age, sexual orientation, race, physical ability, intellectual ability, religion, nationality, marital status, family status, disability, class, colour, faith, membership of the travelling community or other ethnicity, disability, class, colour or faith.
- B. The ISSU is an organisation based on the values of human rights, equality, accessibility, diversity and participation. We do not tolerate discrimination, bullying in any form, harming others and ignoring such claims.
- C. The ISSU strives to provide a respectful, safe and inclusive environment for all members, officers, staff and volunteers involved in the organisation.
- D. The ISSU is committed to safeguarding children and young people with whom we work and promoting good child protection practices within our organisation.

II. Respecting Our Members

- A. The ISSU is a democratically governed organisation that shall represent and campaign for the rights of all second-level students without bias, fear or favour, and shall be respectful of the differing views within its membership, but accountable to all members for the performance of its duties.

III. Respecting Student Voice

- A. Upholding the value of Student Voice and growing the reputation and professional nature of the ISSU is of paramount importance to this organisation, and it is up to all members of the student officers to make sure

that we continually earn that trust among other stakeholders in the education sector.

- B. All of our communications and other interactions with stakeholders internally and externally should work towards increasing trust in the student's voice. All individuals working with and for the ISSU are stewards of second-level student voice and are responsible for their actions, and should be respectful in their words and actions, both online and offline.

Article 3: Aims & Objectives

3.1 The main aims of the ISSU are as follows:

- I. To provide an accessible, transparent, democratic and reliable organisation.
- II. To provide a collective voice for second-level students and represent second-level students as stakeholders in their education and in society; locally, regionally, nationally and internationally to continually develop a transparent, fair and modern education system.
- III. To promote equal access to education and to strive for the abolition of all forms of discrimination and injustice within the Irish education system.
- IV. To empower student councils to be democratic and effective representative bodies within their school communities.
- V. To work to end the disparity in student services based on socio-economic backgrounds.
- VI. To fight for a fair education system that values each individual and allows them to reach their full potential.
- VII. To actively support and empower individual students and student councils to take action.
- VIII. To actively address the challenges and worries faced by students on a local, regional, national and international level.
- IX. To promote the Irish Language and work towards becoming a fully bilingual union.

3.2 The ISSU will achieve these aims by;

- I. Advocating, on behalf of member schools, second-level students' demands in dealings and interactions with stakeholders.

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- II. Developing and participating in the development of policies and strategies on issues that affect second-level students by working with relevant bodies in the education and youth sectors to represent those most impacted by the injustices in society.
- III. Providing active support, training and resources to second-level student councils.
- IV. With regard to Articles 12 & 13 of the UN Convention on the Rights of the Child, advocating for the provision of adequate and appropriate student services that are accessible to all, regardless of their socio-economic background, through discussions with decision-makers.
- V. Finding and recording the views of students through research, consultations and reports. The ISSU will then ensure that these opinions and views are given their proper weight in the decision-making process by authorities in the education system.
- VI. By ensuring key ISSU documents and communications are available through the Irish language

Article 4: Legal Governance

4.1 The legal entity that governs and provides for all operations of the ISSU is the Irish Second-Level Students' Union CLG.

4.2 The main object for which the Irish Second-Level Students' Union CLG. is established is to contribute to the advancement of second-level education of all second-level students in order to improve and enrich the education of each student and to support the involvement of students at all stages of their education so that they achieve their full potential, and as responsible citizens, improve society. Subsidiary objects are outlined in the Memorandum of Association.

4.3 The Irish Second-Level Students' Union CLG is a charitable company limited by guarantee not having share capital registered in Dublin; registration number 511901.

4.4 The Irish Second-Level Students' Union CLG is a registered charity, established in line with the main objects of the company for the advancement of education, promotion of civic responsibility or

voluntary work and other purposes that are of benefit to the community in accordance with the Charities Act 2009; registration no: 20141868 (CHY22315).

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4.5 This constitution provides guidance for the day to day running of the ISSU and does not supersede the Memorandum of Association and Articles of Association of the Irish Second-Level Students' Union CLG.

4.5 The Irish Second-level Students' Union Limited is governed by the Board of Directors of the companies that uphold the ISSU constitution.

4.6 The membership of the ISSU Board of Directors as well as the financial decision responsibility is outlined in the ISSU Memorandum and Articles of Association. The board of directors consists of representatives from the education sector, the trade union movement, charitable bodies, student interest representation and others deemed by the Board to have sufficient relevant experience for the role.

Article 5: Membership

5.1 Membership is open to all democratic, student-led student councils in second-level centres of education in Ireland.

5.1.1 For membership, the ISSU refers to all types of equivalent democratic student representative systems as 'Student Councils', as proposed by the Education Act 1998, section 27.

5.1.2 Second-level centres of education are defined as those recognised by the Department of Education and Skills. These include, but are not confined to, second-level schools and YouthReach centres of education.

5.1.3 A student council is a democratic and autonomous representative body composed of students from each year, fairly elected by their classmates to develop and foster a democratic student voice in their school and to represent and work on behalf of students alongside other stakeholders in the school community.

5.2 All second-level student councils are eligible to be members of the ISSU provided that they can satisfy the following:

- I. An active, democratic and student-led student council has been established.
- II. A democratic and transparent ballot of the members of the student council has taken place, whereby 50% plus one have voted in favour of joining the ISSU.
- III. They uphold and accept, in writing, this document.

5.3 Student Council membership is granted for life. A member student council may choose to leave ISSU subject to a simple majority. They will have the opportunity to consult with CG and communicate their rationale.

5.4 The Coiste Gnó, subject to a majority vote of two thirds, may suspend membership if found in breach of “5.2.3.” and bring this to the members at the Comhdháil Bhliantúil who may ratify this decision with a simple majority.

5.5 Membership proceedings are overseen by the Secretariat with the consultation of the Coiste Gnó.

5.6 The ISSU automatically grants all non-member second-level student councils observer status, i.e. all second-level schools are welcome to participate and communicate with the ISSU but are not entitled to;

- I. Be represented by the ISSU
- II. Have voting rights
- III. Let their students run for any position within the ISSU for which they are eligible
- IV. Attend training hosted or facilitated by the ISSU

Article 6: Operational Structure

6.1 The following structures shall make up the ISSU Operational Structure:

- I. Board of Directors (see Article 4)
- II. Monitoring and Advisory Committee (see Article 8)
- III. An Coiste Gnó na nDaltaí (see Article 9)
- IV. National Working Groups (see Appendix 2)
- V. Regional Officer Body (see Article 11)
- VI. Regional Working Groups (see Appendix 2)
- VII. Student Council Representatives
- VIII. ISSU School Reps (see Article 11.5)
- IX. Secretariat (see Article 12),
- X. Senior Leadership Team (see Article 13)

6.2 The Operational Structure shall create relevant policies, procedures and documents to ensure the

functioning of the organisation can be carried out in line with the values of accountability, transparency and fairness.

6.2.1 The Board of Directors shall ensure that all corporate governance responsibilities are carried out and outlined in relevant policy documents. These include but are not limited to the Financial Policy, Child Protection Policy, Employee Contracts and all other Governance documents. These policies shall take precedence above all others.

6.2.2 The Board of Directors, in cooperation with the Coiste Gnó, will enact specific sub-committees of the Board. These sub-committees will be established with specific Terms of Reference and will have the responsibility of working on specific and agreed tasks under the following headings; Governance, Compliance, Policies and Procedures, Organisational Development, Human Resources, Finances, Audit and Risk and Funding. Each sub-committee (other than the Human Resources sub - committee) will be made up of one Director and two Coiste Gnó members (unless agreed otherwise by consensus of both bodies). Each sub - committee will have the authority to invite external experts to advise the sub - committee on specific issues.

6.2.3 The Comhdháil Bhliantiúil also retains the right to propose and pass policy, which the Operational Structure is also bound to follow. These include but are not limited to the ISSU Constitution, Directive Policy Book and Comhdháil Bhliantiúil Procedure.

6.2.4 Individual bodies of the ISSU Operational Structure may also propose their own procedures to carry out their work in line with the ISSU values and objectives as set out herein. These shall be referred to as Procedures and may include but are not limited to the Working Group Selection Procedure and Internal Terms of Reference. A simple majority of those on anybody is enough to adopt these procedures.

Article 7: An Chomhdháil Bhliantiúil (Annual Assembly)

7.1 The Annual General Meeting of the ISSU is known as An Chomhdháil Bhliantiúil and will henceforth in this document be referred to as “An Chomhdháil Bhliantiúil”. The English version of this name, "Annual Assembly" (abbreviated to AA) may be used alongside the name "An Chomhdháil Bhliantiúil"

7.2 An Chomhdháil Bhliantiúil is the highest governing body of the ISSU. It has the power to amend the ISSU Constitution, ISSU policy book, ISSU Directive Mandates and ISSU Documentation.

7.3 An Chomhdháil Bhliantiúil must take place within 300 - 400 days of the previous Comhdháil Bhliantiúil.

7.3.1 In the case of exceptional circumstances where the Comhdháil Bhliantúil cannot take place within 400 days of the previous Comhdháil Bhliantúil, two-thirds of the Coiste Gnó must vote to postpone the event to hold it as soon after as possible.

7.4 The procedure for holding An Chomhdháil Bhliantúil or an Extraordinary Assembly (including related deadlines) is outlined in the ISSU Assemblies Procedure document, which should be approved by a simple majority at the beginning of the assembly.

7.5 An Extraordinary Assembly may be convened at any time on the authority of the Coiste Gnó or the written request of a simple majority vote of the Regional Officer Body or 10% of member schools.

7.5.1 An Extraordinary Assembly may only deal with the subject(s) for which it was called.

7.5.2 Any Extraordinary Assembly that is required may not be held less than three weeks from the date it is called.

7.6 The quorum of a meeting of the Comhdháil Bhliantúil shall consist of 10% of member schools.

7.6.1 This excludes the Coiste Gnó and ROB individual votes as they are not voting as members of their student council.

7.7 An Chomhdháil Bhliantúil shall elect members of the Coiste Gnó and MAC. Any student of a member school is entitled to run for any elected position at An Chomhdháil Bhliantúil, with the exception of the MAC (Article 8.4). Outgoing members of the Coiste Gnó who are no longer in second-level education may only seek re-election to the Coiste Gnó once. This excludes the position of Uachtarán Oinigh. All candidates for the Coiste Gnó must be enrolled in a member second-level school at the time of the election, with the exception of outgoing, Coiste Gnó members.

7.8 No student shall simultaneously hold more than one elected position within the ISSU.

7.9 Formal adoption of mandates and policy occurs by motion at An Chomhdháil Bhliantúil. ISSU mandates and policies will be recorded in a published Directive Mandates and Policy Book. Mandates and policies will disband after 3 years of being adopted unless otherwise voted on. These mandates and positions can apply to the Coiste Gnó as a whole or a specific Coiste Gnó member.

7.10 Amendments to this document require a two-thirds plus one vote of a quorate Comhdháil Bhliantúil in order to be passed. All other motions need a simple majority to be passed.

7.11 A member of the Coiste Gnó or the ISSU Secretariat shall act as the director of an Chomhdháil Bhliantúil. The programme of an Chomhdháil Bhliantúil shall be prepared by the Coiste Gnó with the ISSU Secretariat.

7.12 The time of assembly and adjournment shall be fixed by the Coiste Gnó.

Article 8: Monitoring and Advisory Committee (MAC)/An Coiste Monatóireachta agus Comhairleach

8.1 The ISSU Monitoring and Advisory Committee, hereafter referred to as the MAC, ensures that the work of elected student officers is constitutional and in line with ISSU policies and mandates, ensuring that the ISSU is held accountable to its membership.

8.1.1 The ISSU MAC will help assist in advising elected officers; groups; committees; bodies on whether a decision or vote falls under their jurisdiction or remit in line with

the ISSU Constitution, ISSU policy and ISSU mandates to hold said officers to the accountability of the ISSU membership.

8.1.2 All MAC Officers must ordinarily reside on the island of Ireland for the duration of their term.

8.2 The ISSU MAC provides support and consultative guidance to elected officers.

8.3 The ISSU MAC will be composed of 5 past members of the Coiste Gnó, ROB, ISSU School Representatives or Working Groups.

8.4 Candidates for the MAC shall be nominated by the following bodies with a two-thirds majority;

- I. Current or former Coiste Gnó members must be nominated by the current Coiste Gnó.
- II. Current or former ROB members must be nominated by the current ROB 8.4.3 ISSU School Representatives must be nominated by the Regional Officer(s) in their region or by the Regional Liaison and Support Officer.
- III. Working group members must be nominated by their current working group. (If a working group has been disbanded, the past working group member may be nominated by the Coiste Gnó.)

8.5 More than one person from each of the 4 structures listed above may be nominated to the MAC.

8.6 Upon receiving a nomination, a person may run for a position on the MAC at AnComhdháil Bhliantúil where they will contest an election.

8.7 The Coiste Gnó have the right to take a stance on a pressing issue if this is deemed a 'day-to-day' decision. If a stance is deemed to have a lasting impact on the union, it must be put to a ballot or proposed at the next Comhdháil Bhliantúil/Extraordinary Assembly. This distinction is left to the judgement of the MAC and the MAC must provide a valid rationale for their judgement. The Coiste Gnó have the right to appeal this decision and have the MAC review it again.

8.8 Officers of the MAC must follow the committee's Internal Regulations.

Article 9: Coiste Gnó na nDaltaí (National Student Executive)

9.1 The Coiste Gnó is the body of elected officers who are collectively mandated to lead the ISSU for one term and individually mandated to lead the ISSU in their assigned remits outlined below.

9.2 The Coiste Gnó represents and acts on behalf of the members of the ISSU.

9.3 The Coiste Gnó will be the public representatives of the ISSU. The Coiste Gnó shall be a maximum of 13 officers and must have a minimum of 7 officers to function, this number may be changed by constitutional amendment at the (CB) or (EA) or overwritten if additional officerships are formed by vote at a (CB) or (EA) without the need for a separate vote as a constitutional amendment. Should any Coiste Gnó member be removed from their role through impeachment or resignation, a by-election must take place at an Extraordinary Assembly to ensure that their role is fulfilled for the remainder of the term. All Coiste Gnó Officers must ordinarily reside on the island of Ireland for the duration of their term.

9.4 In the event that the outgoing Uachtarán is elected Uachtarán for another term, the outgoing Coiste Gnó shall nominate another outgoing Coiste Gnó member to assume the role of Uachtarán Oinigh.

9.5 Members of the Coiste Gnó cannot vote as members at any Regional Council.

9.6 If a member of the Coiste Gnó resigns they must submit a letter of resignation to the ISSU Uachtarán and the Monitoring and Advisory Committee.

9.7 The Uachtarán shall act as Chairperson of all meetings of the Coiste Gnó.

9.7.1 The Coiste Gnó will have 2 meetings a month - one online and one in person. Following these parameters;

- I. The Coiste Gnó should ensure that there are no more than 15 days between two Coiste Gnó meetings.
- II. The Coiste Gnó will hold an in-person meeting no more than 30 days after their previous in-person meetings.

- III. In the event an in-person meeting is not possible; the meeting will go ahead in an online setting.

9.7.2 The Uachtarán and Leas-Uachtarán are responsible for organising these meetings. The Leas-Uachtarán will complete and circulate the minutes of a meeting to the Coiste Gnó, MAC, ROB and liaise with the Communications Officer to publish the minutes to the website.

- I. Minutes of a Coiste Gnó meeting shall be read by all Coiste Gnó officers at the beginning of their next meeting for formal approval and adoption.
- II. Approved minutes shall be circulated by the Leas-Uachtarán within the following 3 business days.
- III. In the absence of the Leas-Uachtarán, the Leas-Uachtarán shall appoint a Coiste Gnó officer to record minutes in their place

9.8 Expectations, rights and responsibilities of the Coiste Gnó:

- I. All officers are entitled to make a call for a working group (Appendix 2). This working group must be brought to the Coiste Gnó for formal approval and to note the mandate the working group will be focusing on.
- II. All members of the Coiste Gnó are obliged to act in accordance with Directive Mandates enacted by an Extraordinary Assembly or the Comhdháil Bhlíantúil.
- III. Each member of the Coiste Gnó must produce monthly reports which will be shared and published in summary at every Comhdháil Bhlíantúil.
- IV. Each Coiste Gnó officer must assist the Coiste Gnó to carry out collective obligations, further the agenda of the ISSU and publicly represent the ISSU with decorum and etiquette.
- V. Each Coiste Gnó officer must maintain communication with the Coiste Gnó, ROB, MAC as well as relevant stakeholders.
- VI. Each Coiste Gnó officer must take an active role in meetings of the Coiste Gnó and ISSU Campaigns
- VII. Each member of the Coiste Gnó must attend internal and external events on a regular basis.
- VIII. Each Coiste Gnó Officer must act in accordance with the ISSU Code of Conduct.
- IX. The Coiste Gnó has a collective responsibility to implement the Union's policy and directive mandates.

X. Each member of the Coiste Gnó must uphold the Union's reputation nationally and internationally.

XI. Each member of the Coiste Gnó must write a handover document for their successor.

XII. Each member of the Coiste Gnó must Create and Publish at least 1 student council resource during their term.

XIII. Each member of the Coiste Gnó will sit on a sub-committees established by the Board of Directors. Members of the Coiste Gnó will be assigned one position on a sub-committee and which sub - committee they sit on will be decided by consensus between the Coiste Gno and the Board of Directors and will be based on their skillset, specific position and availability throughout their term.

XIV. No Coiste Gnó officer shall simultaneously hold more than one elected position within the ISSU or any other Student Unions with the exception of class representative, or equivalent. Should an outgoing Coiste Gnó officer in third-level education wish to run for a students' union position within their university, they may do so provided the roles do not overlap for more than 2 months and the officer ensures they are fulfilling their duties as a Coiste Gnó officer as per article 9.

9.9 An officer may only be removed from their position through a vote of no-confidence in the event that the officer in question is found to be seriously and repeatedly failing to act in accordance with the standard expected of an elected ISSU officer.

Such failures include;

- I. Breach of the ISSU Constitution, Code of Conduct or child protection policy.
- II. A breach of the Confidentiality Agreement
- III. Gross misconduct, bullying or discrimination.
- IV. Failing to fulfil their duties as a Coiste Gnó Officer.
- V. Brings the reputation of the ISSU into disrepute
- VI. Any other instance where the MAC deems that the actions of the officer are such that it grossly breaches the constitution/ values or ethos of the ISSU/ breaks the bonds of trust that must exist between officers and the organisation, to such an extent that it effectively ends the relationship and warrants removal.

9.9.1 A vote of no confidence must be completed in strict adherence to Appendix 4 entitled. "No Confidence Procedure"

9.10 The Coiste Gnó will maintain relations with the Regional Officer Body (ROB) as follows;

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- I. The Regional Liaison and Support Officer (RLSO) will act as the liaison link between the Coiste Gnó and the ROB.
 - II. Coiste Gnó officers retain the right to call a meeting with any Regional Officer('s). They also retain the right to include the RLSO and/or a fellow officer in these meetings.
 - III. The ROB should be notified of upcoming events, projects and campaigns that the Coiste Gnó plans to implement through the RLSO and/or the relevant CG officer('s).
 - IV. The ROB should be kept up to date by the workings of the Coiste Gnó through monthly evaluations of work and updates through the RLSO and/or relevant other officers.
 - V. All Coiste Gnó meeting minutes will be circulated to the ROB and the ROB retains the right to seek clarification on any minuted point in line with confidentiality agreements and relevant policies in place.
 - VI. Regional Officers should be informed of relevant and important information. Information can be shared with member schools via the Regional Officers where necessary and there is a capacity to do so.
 - VII. Where Coiste Gnó officer(s) may be conducting a project on a regional level they must include and actively collaborate with the Regional Officer(s) within that area.
 - VIII. The ROB and the Coiste Gnó are required to meet once every 6 weeks when possible to do so.
- 9.10.1 An annual conference for the bonding and officer training of the Coiste Gnó and ROB will take place, if possible. The program and duration of time in which this conference is held are to be decided by the Regional Liaison and Support Officer. They must consult with the CG and ROB members regarding the program and the available time frame for the event to take place.

Article 10: Roles of the Officers of the Coiste Gnó

10.1 Uachtarán (President);

The Uachtarán leads the ISSU, acting as the main representative and spokesperson of ISSU. They chair meetings of the Coiste Gnó and have the responsibility of guiding the work of the Coiste Gnó Officers and ensuring that the Coiste Gnó are completing their work plan and Directive Mandates. The Uachtarán will ensure that communication between all groups within the ISSU is efficient and continuous and be a point of contact for assistance for anyone working within the organisation. The Uachtarán will represent the ISSU in national media and in meetings with fellow education stakeholders and relevant Government ministries. The Uachtarán will attend events and consultations with education stakeholders. The Uachtarán will represent the Coiste Gnó at meetings of the ISSU Board of Directors in a non-voting capacity. The Uachtarán will work for continuous membership development and promotion of the ISSU on a national level.

10.1.1 Sample Tasks:

- I. Chairing meetings of the Coiste Gnó and calling monthly meetings.
- II. Conducting media interviews as the national representative of the ISSU.
- III. Writing and presenting submissions to Government bodies and fellow education stakeholders on behalf of the ISSU, in conjunction with other Coiste Gnó Officers and supported by the Secretariat.
- IV. Attending meetings with education stakeholders and organisations the ISSU are working with.
- V. Acting as a point of support for Coiste Gnó Officers and providing guidance and leadership with regard to their work plans and campaigns.
- VI. Representing the ISSU at various conferences and other events in the education and youth sectors.

10.2 Leas-Uachtarán (Deputy President);

The ISSU Leas-Uachtarán shall focus on the development and growth of the ISSU with an emphasis on internal policies, structures, membership and structuring of the organisation. Their role is introspective in ensuring a strong, highly effective and organised organisation. Working with the Uachtarán, they will ensure that the yearly work plan of the ISSU is fulfilled within their term and that the Coiste Gnó act on Directive

Mandates passed at An Comhdháil Bhliantiúil. They are also responsible for leading the ISSU Student Council Training Programme review each year in conjunction with the SLT and RLSO. The Leas-Uachtarán will also help to promote the grassroots engagement of the union. The Leas-Uachtarán will act as Rúnaí/Secretary of the Coiste Gnó. The Leas-Uachtarán will assume the duties of the Uachtarán in their absence.

10.2.1 Sample tasks:

- I. Organising meetings of the Coiste Gnó and producing an agenda and minutes for all meetings.
- II. Responsible for the organisation of An Chomhdháil Bhliantiúil, Extraordinary Assemblies, Skills Academy, and any other events delegated to them.
- III. Internal Policy reviews of the constitution, membership engagement, democratic accountability etc.
- IV. Working on campaigns to grow membership, improve ISSU's grassroots structures and improve ISSU interactions with ordinary students alongside the relevant officers.
- V. Assisting other officers in the design and implementation of training and upskilling resources and support for the different branches of the union.
- VI. The maintenance of effective engagement channels between the ISSU and its membership.

10.3 Welfare Officer (Oifigeach Leasa);

The ISSU Welfare Officer has the overall responsibility for the advocacy of student wellbeing within and on behalf of the ISSU. They develop national campaigns and initiatives for second-level students in the area of well-being, e.g. Mental Health, Sexual Health, Substance Abuse etc. They also have the responsibility for the implementation of the ISSU's welfare policies.

10.3.1 Sample tasks:

- I. Leads the ISSU's efforts to promote student wellbeing nationally and within second-level education institutions.
- II. Liaises with welfare organisations in the promotion of student welfare within the second-level school environment.
- III. Runs welfare-related campaigns, in conjunction with relevant bodies of necessity.

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- IV. Works to ensure that second-level schools are working to ensure student well being.
- V. Leads ISSU's Welfare policy and represents the ISSU on welfare-related issues and submissions.
- VI. Producing student council resources related to student welfare and welfare-related campaigns.

10.4 Sustainability Officer (Oifigeach Inbhuanaitheachta);

The ISSU Sustainability Officer will have the overall responsibility for action surrounding sustainability and climate justice within and on behalf of the ISSU. They will also be responsible for working to ensure student voice in the implementation of the SDGs, alongside the integration of sustainability within the ISSU.

10.4.1 Sample tasks:

- I. Works to support students to implement and advocate for sustainability.
- II. Runs SDG and climate justice-related campaigns in conjunction with relevant bodies.
- III. Liaises with SDG and climate justice-based organisations and relevant stakeholders in the promotion of sustainability in second-level institutions.
- IV. Leads and liaises with other officers on ISSU submissions to stakeholders in relation to sustainability.
- V. Producing student council resources related to sustainability.
- VI. Ensure that actions by the ISSU in relation to sustainability are inclusive of all students, such as rural and low-income students, in line with the ideals of climate justice.

10.5 International Officer (Oifigeach Idirnáisiúnta);

The ISSU International Officer liaises with OBESSU (Organising Bureau of European School Student Unions) and ensures that OBESSU policies are implemented in Ireland. They will also liaise with other international education bodies. They are also responsible for the promotion of inclusion with regard to international students in Ireland and ensure that ISSU International Policies are implemented on a national and local level.

10.5.1 Sample Tasks:

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- I. Attend OBESSU events, relevant to the work plan of the Coiste Gnó as mandated by the Comhdháil Bhliantúil.
- II. Liaise with submissions to stakeholders in relation to international affairs in conjunction with other Coiste Gnó Officers and supported by the Secretariat.
- III. Implement campaigns and initiatives in Ireland which have been mandated by OBESSU. Producing student council resources related to international campaigns.

10.6 Regional Liaison and Support Officer (An t-Oifigeach Tacaíochta agus Ceangail Réigiúnach);

The Regional Liaison and Support Officer has the overall responsibility for the organisation and coordination of the Regional Officer Body. They will chair any meetings of the Regional Officer Body and will ensure smooth communication between the ROB and the Coiste Gnó. In the absence of the regional officers will chair ISSU Regional Councils. They play a key role in ISSU's grassroots development. They will assist regional officers with local projects that they work on throughout their term. They will work towards each member school having an ISSU School Representative in conjunction with the regional Officer Body. They will work with Regional Officers to ensure that national campaigns and events are implemented on a local level. They will liaise with regional officers on the work of the Coiste Gnó. They will also liaise with the Coiste Gnó on the work of the Regional Officer Body through regional officer action reports.

10.6.1 Sample tasks:

- I. Organising ISSU Regional Councils alongside Regional Officers and the Student Council Coordinator.
- II. Communicating the implementation of ISSU Campaigns and Policy on a regional level.
- III. Coordinating and assisting members of the Coiste Gnó with the creation of student council resources.
- IV. Ensure that ISSU School Representatives are elected democratically and support regional officers in their communication with their respective ISSU School Representatives.

10.7 Equality Officer (Oifigeach Chomhionannais);

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Overall responsibility for the defence and promotion of anti-discrimination within and on behalf of the ISSU, and on issues that affect second-level students. Has the responsibility for the implementation of the ISSU's equality Directive Mandates.

10.7.1 Sample tasks:

- I. Leads the ISSU's efforts to promulgate equality and eradicate discrimination within secondary schools.
- II. Liaises with equality organisations in the promotion of equality within the second-level school environments.
- III. Runs equality related campaigns, in conjunction with relevant bodies of necessary.
- IV. Setting up a working group to work on particular equality related issues for students.
- V. Works to ensure that second-level schools are working to promote equality. 10.7.6 Leads ISSU's Equality policy and represents the ISSU on Equality related issues and submissions.
- VI. Producing student council resources related to equality campaigns.

10.8 Communications Officer (Oifigeach na Cumarsáide);

The Communications Officer is responsible for the publication of ISSU media in all forms. They will strongly assist in organising and strategising ISSU campaigns as required by the Coiste Gnó in pursuit of the Directive Mandates. They have the overall role of ensuring a strong communication link between the Coiste Gnó and member schools. They have responsibility for keeping the ISSU website up to date and liaising with the Secretariat on any changes needed.

10.8.1 Sample Tasks:

- I. Oversee the design and formatting of ISSU publications,
- II. posters and other promotional material.
- III. Liaise and assist relevant Coiste Gnó officers in pursuit of campaigns.
- IV. Publish official ISSU documents onto the website, such as;
 - A. Minutes from An Chomhdháil Bhliantúil, Coiste Gnó and ROB meetings.
 - B. Policy books
 - C. Reports

- V. Keep the ISSU website, Facebook, Instagram, TikTok and Twitter accounts up to date, and liaise with Oifigeach na Gaeilge to keep the Irish language Twitter account active.
- VI. Upholds the ISSU Media Policy book & Brand Guidelines Document.
- VII. The Communications Officer and Oifigeach na Gaeilge will work together to create all digital content to be available bilingually'

10.9 Oifigeach na Gaeilge;

The Oifigeach na Gaeilge is responsible for promoting the Irish language within ISSU. They are the primary liaison with students from gaelcholáistí and are responsible for the upkeep and implementation of the Irish Language Scheme.

10.9.1 Sample Tasks:

- I. Oversee the regular translation of ISSU publications, internal and external communications and ISSU policy books and constitution, to ensure all resources are available bilingually.
- II. Liaise with Irish language education groups like Conradh na Gaeilge and Gael Linn to promote the Irish language in schools.
- III. Represent second-level students at conferences and/or events regarding the progression and development of the Irish language.
- IV. Organise Oifigeach na Gaeilge training days so that second-level students can learn how best to promote the language in their local area.
- V. Work closely with the Education Officer to ensure the Irish language is taught in the best way possible in schools.
- VI. Support students who have had Irish language resources taken away from them.
- VII. Leads ISSU's Irish language policy and represents the ISSU on Irish language-related issues and submissions.
- VIII. Producing student council resources related to Irish language campaigns.

10.10 Education Officer (Oifigeach Oideachais);

The Education Officer is responsible for the promotion of the student's perspective in regards to the education they receive. The role is largely policy and representative.

based, ensuring that the voice of students is listened to in the form of education they receive.

10.10.1 Sample Tasks;

- I. Writing policy documents on behalf of the ISSU with regard to educational matters in conjunction with other Coiste Gnó Officers and supported by the Secretariat.
- II. Attending events and consultations with regard to the educational sector.
- III. Making formal submissions on behalf of the ISSU to educational bodies in conjunction with other Coiste Gnó Officers and supported by the Secretariat.
- IV. Organise consultations with member students on educational issues.
- V. Leads ISSU's Education policy and represents the ISSU on various education-related issues and submissions.
- VI. Producing student council resources related to education campaigns.

10.11 An t-Uachtarán Oinigh (Honorary President);

The Uachtarán Oinigh plays an advisory role within the ISSU. They help to provide insight into the workings of the Union. They provide feedback to the Coiste Gnó where necessary and liaise with officers where extra support may be required, particularly first time officers. They guide the Union and liaise with the MAC to ensure that it is operating in line with the constitution, ISSU policy and the best interests of the Union. The Uachtarán Oinigh will have the overall responsibility for the advocacy and representation surrounding second-level students' who are a part of a; workplace while in second-level education; trades programme while in second-level education. They liaise with relevant trade unions; trade union officials; trade union representatives; trade union umbrella bodies. They will actively advocate for early school leavers in the workplace while in education programmes. They will represent second-level students who are part of a workplace while in full-time second-level education on behalf of the ISSU.

Sample tasks include:

- I. Advise on campaign and event plans where necessary and give feedback.
- II. Ensure that decisions made by the Coiste Gnó are constitutional.

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- III. Build relationships with trade unions through bilateral engagements and relationship building with individual unions.
- IV. Work to establish an official space for ISSU in the Trade Union structures through ISSU Affiliation and membership in relevant committees.
- V. They will lead work on policy and campaigns on issues around; students in the workspace; student rights in the workplace; student workplace protections.
- VI. They will work on issues around youth employment and education. This may be through increasing the presence of life skills and workplace knowledge in the Post-Primary Curriculum.
- VII. They may work with ISSU regions to improve regional trade union relationships in agreements and the structure of ISSU in trades councils.

10.12 Disability Officer (Oifigeach an Mhíchumais);

The Disability Officer has overall responsibility for the promotion of accessibility for disabled students at second-level within member schools. The Disability Officer has responsibility for anti-discrimination and awareness campaigning and/or issues that affect students within the ISSU and second-level schools in general.

10.12.1 Sample Tasks:

- I. Liaises with Youth Organisations and other Disability Advocacy Organisations with regard to the promotion of youth disability, accessibility and equality.
- II. Liaises with Awareness-raising disability organisations in regards to promoting the acceptance and integration of neurodiverse and physically disabled people into all aspects of society, including school, from a young age.
- III. Runs Disability-related campaigns in conjunction with relevant bodies
- IV. Offer team support and help where necessary.
- V. Works with relevant officers to ensure that the ISSU website and social media platforms are adhering to the internal accessibility guidelines, as well as following the EU Web Accessibility Directive.
- VI. Works with relevant officers to ensure that the ISSU internal accessibility guidelines are reviewed a minimum of once a month.
- VII. Has responsibility for clear protocols for accommodation within the union and ensuring the ISSU engages effectively with disabled students.

Article 11: Regional Officer Body (R.O.B) (An Comhairle Oifigigh Réigiúnach)

11.1 The Regional Officers are students elected at their Regional Council and serve for a term of one year.

11.1.1 They must currently attend an ISSU member school in their corresponding regions.

11.1.2 All Regional Officers must ordinarily reside on the island of Ireland for the duration of their term.

11.1.3 Each region is represented by a number of officers equal to the proportionate representation of at least one officer per region or an agreed equivalent.

11.2 The rights, roles and responsibilities of the regional officers shall be as follows;

- I. Their role is to represent the ISSU members in their region.
- II. To uplift students in second-level education and work to resolve issues they face on a regional level.
- III. Their responsibility is to engage and recruit students in their locality to become active and involved in the ISSU.
- IV. To empower them to use their voice and ability to solve the issues they face in the education system.
- V. To communicate issues of widespread concern in their region to the Coiste Gnó should be through the Regional Liaison and Support Officer (RLSO).
- VI. The organisation of the Regional Council for the election of the next regional officers. (see subsection 3)
- VII. Regional Officers are not limited to just their region, they can work in partnership with other Regional Officers to address issues of mutual concern. They can also support and aid the Coiste Gnó in their initiatives and projects when they have the capacity and will to do so.
- VIII. A Region may lead a regional project in conduction with a Coiste Gnó officer if the Coiste Gnó agrees to expand the regional project to a national level, the Regional Officer(s) will have the right to lead it in collaboration with the Coiste Gnó officer(s).
- IX. To organise cluster meetings with member student councils on a local basis, the function of which is as follows;

- X. To seek their input on ISSU projects, mandates and policy when needed to do so.

- XI. To get student councils involved in organising and implementing ISSU initiatives as well as events.
- XII. To establish, nurture and maintain relationships with key regional stakeholders who can aid in, are affected by or have an interest in the work of the ISSU, such as:
 - A. Youth centred organisations
 - B. Teacher and Parent organisations
 - C. Elected representatives
 - D. Civil Servants
 - E. Media (Newspapers & Radio)
 - F. Educational Training Boards
 - G. Local Trade Unions

- XIII. Regional Officers shall organise an online and/or in-person regional committee meeting of all the ISSU School Reps in their region once a month where the capacity to do so is present.
- XIV. Regional Officers should meet a minimum of once every 2 weeks to discuss their work in their region and collaborate together.
- XV. This meeting can take place in person or in an online setting.
- XVI. Act as a supporting officer for all student councils in their area and all issues related to members in their region should be forwarded to them.
- XVII. A Regional Officer retains the right to request a meeting with any Coiste Gnó officer(s). They also retain the right to include the RLSO and/or a fellow officer in these meetings.
- XVIII. Within the Regional Officer's remit, a Regional Officer must organise and facilitate a Regional Council annually. This is intended to be a meeting of representatives from all second-level schools in the designated region. It is also where the Regional Officers will be elected.
- XIX. To strive for regional equality between all second-level students on a regional level

11.3. There are 16 regions, as outlined by the Coiste Gnó and ROB. The Coiste Gnó has the authority to alter this number, in collaboration with the relevant Regional Officers. In the event of this occurring this document will be updated to reflect as such.

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11.3.1 At each regional council, member schools are entitled to a maximum of 2 Voting Delegates, as well as a minimum of 2 Non-Voting Delegates. The ISSU may expand the number of Non-Voting Delegates provided to a school in a given region in line with what can be accommodated for. Additional Non-Voting Delegate places will be proportional to the size of the school, with a maximum of 6 places

11.3.2 Member schools may nominate a maximum of 2 students for the role of Regional Officer.

11.3.4 The outgoing Regional Officer('s) will chair their regional council.

11.3.5 Non-Member Schools must be afforded the opportunity to register as a member on the day of a regional council.

11.3.5.1 To register for membership on the day, the delegates of the school intending to become a member must provide proof of a student council vote in favour of membership. This will be affirmed by a signed letter from the Student Council Chairperson with the school stamp.

11.4 The regional council will consist of;

- I. A report back to student councils on the work of the regional officers and the Coiste Gnó.
- II. Information on how they, the students, can get involved further in the activities of ISSU.
- III. A chance to consult the member schools on issues faced by them
- IV. A chance to recruit students to become engaged members of the ISSU i.e as part of regional or national working groups.
- V. An opportunity for non-members to begin the membership process.
- VI. ISSU School Reps training and information.
- VII. An opportunity for member schools to propose and vote on Directive Mandates for their region.

11.5 The Regional Officer('s) will endeavour to ensure that every member school has an ISSU School Representative elected before the Regional Council.

11.6 A Regional Officer may run for re-election providing they are still in second-level education.

11.7 An incoming Regional Officer will come into office on the 1st of January post-election and their term will conclude on the 31st of December the same year.

11.7.1. An annual training event(s) will be held for the ROB within this period. Regions may be split into provinces or similar scale areas to conduct pieces of training and meetings.

11.8 The duration of time between a new Regional Officer's election and their coming into office serves as a handover period for the departing officer to transfer relevant information to the incoming officer.

11.9 The Regional Officer Body (ROB) should refer to the Regional Officer Guide throughout their term. The Handbook can be found here: <https://bit.ly/ROB-Handbook>

11.10. An ISSU School Representative (ISSU School Rep) serves as the ISSU's representative in a member school, they are the liaison between a specific member student council and the Regional Officer. An ISSU School Representative may hold another role on their student council simultaneously.

11.10.1 The ISSU School Representatives will be added to a communications platform with the Regional Officer for their region where they will be kept up to date with the activities of the ISSU.

11.10.2 The roles and responsibilities of the ISSU School Reps shall be as follows;

- I. The main role of the ISSU School Reps is to be the link in communication from the Regional Officer to the Student Council.
- II. The ISSU School Rep promotes the work of the ISSU to their student council i.e. informing them of events, campaigns, and opportunities.
- III. The ISSU School Reps in each region will assist the Regional Officer with any tasks they are carrying out and will essentially act as a working group for the regional officers.
- IV. The ISSU School Rep should be in contact with the Regional Officer on a regular basis.
- V. An ISSU School Rep must represent their schools at the Regional Council,
- VI. An ISSU School Rep's term will be of the same length as other executive positions on their student council.

11.10.3 The ROB and Regional Liaison and Support Officer will organise an annual online or in-person ISSU School Rep training each year where possible.

Article 12: Secretariat/Rúnaíocht

12.1 Staff Members employed by the ISSU shall make up the ISSU Secretariat'

12.2 The Secretariat is appointed to support all organisational structures.

12.3 A Secretariat is appointed to support the administrative work of the ISSU and monitor the operational policy.

12.4 The Secretariat is also responsible for ensuring that all Directive Mandates documents are updated according to the outcome of the Comhdháil Bhliantúil and made available to member schools, the Coiste Gnó, the ROB, and the MAC within one month of the Comhdháil Bhliantúil.

12.5 All financial decisions and budgets are made and implemented by the Secretariat, following review by the Coiste Gnó and approval by the Board of Directors.

12.6 Staff members are not required to, but can be invited to attend Coiste Gnó meetings in a non-voting, advisory capacity.

12.7 Any changes to the Secretariat will be made in collaboration with the Coiste Gnó.

Article 13: Senior Leadership Team/Foireann Ceannais Shinsearaigh

13.1 The Senior Leadership Team, hereafter referred to as the SLT, shall consist of an t-Uachtarán, Leas-Uachtarán, an t-Uachtarán Oinigh of the Coiste Gnó and the staff members of the ISSU.

13.2 The role of the SLT is to support and advise the Uachtarán in effectively leading the union, to advise the Coiste Gnó and the ROB on their work, to coordinate administrative tasks and to plan how best the Secretariat can support the student officers

Article 14: ISSU Directive Mandates, ISSU Policy Book and Balloting

14.1 The two documents that direct and outline the work of the ISSU are the Directive Mandates of the ISSU and the ISSU Policy Book.

14.2 Directive Mandates are actionable points proposed and voted on at An Comhdháil Bhliantúil.

14.2.1 A maximum of 15 Directive Mandates will be voted for by voting delegates of An Chomhdáil Bliantúil through PR-STV.

14.2.2 A 'Reopen Submissions' option will be included to freeze out proposed mandates that delegates actively oppose.

14.2.3 Directive Mandates will direct the work of the Coiste Gnó, and are valid for three years after adoption.

14.2.4 The ISSU Coiste Gnó must devise strategies for the development and the implementation of the ratified Directive mandates they have been mandated to carry out.

14.3 The ISSU Policy Book outlines the official stance and position of the ISSU on particular issues relating to student life, no action of the ISSU may breach or contradict these policies.

14.3.1 Policy of the ISSU can be set by an Comhdháil Bhliantúil, an Extraordinary Assembly or a Ballot of Members and is valid for 3 years after adoption.

14.3.2 Delegates may submit policy statements which can then be accepted by the Comhdháil Bhliantúil with a simple majority vote provided quorum is reached.

14.4 A Ballot of Members is a form of remote voting that does not require an assembly. They are used to amend the ISSU Policy Book or the ISSU Constitution.

14.4.1 A Ballot of Members may be called at any time on the authority of the Coiste Gnó or on the written request of a simple majority vote of the Regional Officer Body or 10% of member schools.

14.4.2 Any given ballot must be worded in a completely neutral way. Any bias in wording or attempt to sway votes by the ISSU, through any means is strictly prohibited. These may include but are not limited to;

- I. Any elected ISSU officers, WG members or school reps. using their views to sway votes an active ballot
- II. Biased wording in promotion/distribution of the ballot
- III. Biased colouring of the ballot interface (ie. options coloured green and red)
- IV. Biased wording of the questions posed on the ballot
- V. Unjustified voiding of votes or withholding ballots from members

14.5 Any mandate or policy can be appealed by the ROB or Coiste Gnó to the MAC if they believe it is in conflict with the ISSU Constitution. Any mandate/proposal which is deemed to be in conflict with the ISSU Constitution by the MAC will be deemed to be invalid.

Article 15: Elections

15.1 In all elections, electors shall mark their ballot papers and the count shall be conducted according to the provisions of the Electoral Act (1992) of the Republic of Ireland (proportional representation).

15.2 All votes shall be cast in sealed ballot boxes.

15.3 Candidates and/or one representative (who must be a delegate of an Chomhdháil Bhlíantúil) therefore shall be entitled to attend the count in respect of the office for which they have been nominated.

15.4 No person may stand for election to an officer position who has ceased to be a second-level student, except where they are an outgoing member of the Coiste Gnó or ROB.

15.5 Candidates can only submit one nomination for the Coiste Gnó through an order of preference where their first preference shall appear on the ballot paper.

15.7 Candidates for all elections must be nominated in writing no less than seven days before the election takes place.

15.8 No more than two students of any member school may contest the Coiste Gnó or the ROB elections at any one time

15.9 In all elections, where there are one or more nominations, ballot

papers shall include as an option the statement “Re-open Nominations”. For the purpose of counting votes, the “Re-open Nominations” candidate shall be treated as a candidate. If

the “Re-open Nominations” candidate is elected, the returning officer shall declare the position unfilled and a by-election will be organised.

15.10 In the event of an equal number of votes, the outgoing/current Uachtarán shall have a casting vote.

15.11 Election proceedings cannot take place where there are less than one half plus one of the registered voting delegates present in the case of the Comhdháil Bhliantúil, or 20% of member schools in the case of the ROB elections.

15.12 All candidates and their campaign volunteers must abide by the election rules as outlined in the ISSU Elections Policy document.

15.13 In the event a physical election is unable to take place for exceptional reasons, the ISSU holds the right to host an election online.

15.13.1 The Coiste Gnó must vote two thirds in favour to approve any elections being held online.

15.13.2 In the event that an election is held online an appropriate, confidential online voting system will be adapted.

15.14 All candidates contest the election as individual students, no candidate may run in affiliation with any group or organisation.

Article 16: Constitutional Amendments

16.1 This document shall surpass all previous versions of the ISSU constitution.

16.2 A constitutional amendment is defined as;

- I. Any alteration to the exact words contained in this existing document.
- II. Any addition of words, paragraphs, articles or appendix to the document.
- III. Any removal of words contained in this document.

16.3 Constitutional Amendments can only be passed by a two-thirds plus one majority at the Comhdháil Bhliantúil.

16.4 All member schools may submit constitutional amendments to An Comhdháil Bhliantúil. These would need to be brought up at a student council meeting and have a majority approve the amendment first.

16.5 All members of the Coiste Gnó may submit constitutional amendments on behalf of the Coiste Gnó na nDaltaí. This must first be approved by the majority of the Coiste Gnó first.

16.5.1 The Coiste Gnó shall set the deadlines for submissions of these amendments while allowing an appropriate amount of time for member schools to discuss the motions thoroughly.

16.6 Every amendment will be proposed by a voting delegate from the proposing member school or a member of the Coiste Gnó or Regional officers on behalf of their region.

16.7 All Regional Officers may submit constitutional amendments on behalf of their own region that they represent. This shall be passed by a majority of the regional officers and the school reps in that region.

Appendix 1: Child Protection

1.1 The ISSU is committed to the protection of children and young people with whom we work and to promoting good practice within our organisation.

1.2 The ISSU is committed to promoting the rights of the child including the participation of children and young people in matters that affect them.

1.3 The ISSU is committed to adhering to the Children First National Guidance 2017 and the Children First Act 2015.

1.4 The ISSU believes that all young people have a right to be safe at all times and to have the opportunity to fully participate in all aspects of the activities that ISSU provides.

1.5 The ISSU has a responsibility and duty of care to protect any child (anyone under the age of 18 years) that may be at risk, which comes to the attention of the organisation. The ISSU endeavours to protect anyone under the age of 18 years who is at risk.

1.6 The ISSU ensures all staff and volunteers undertaking regular relevant work over the age of 16 are garda vetted, in line with the National Vetting Bureau requirements, and are provided with Child Protection training

1.6.1 A Designated Liaison Person is appointed from the staff to follow the ISSU Child Protection Policy in dealing with any disclosures brought forward involving child safeguarding.

1.7 The ISSU ensures all staff members and volunteers will adhere to the ISSU Child Protection Policy.

1.8 The ISSU Child Protection Policy and Safeguarding Children Statement is made available to the public on the organisation's website and is present at all events and activities of the ISSU as is required by national legislation.

1.9 The ISSU Child Protection Policy and Safeguarding Children Statement will be reviewed annually and updated to align and comply with legislation and common best practice regarding child protection, garda vetting, and other such related areas.

Appendix 2: Working Groups

2.1 The role of the working group is to provide a platform for consultations to take place on a certain topic and/or topics regarding ISSU mandate work.

2.2 The Coiste Gnó and ROB reserve the right to initiate a working group on certain issues related to their mandate. A working group may help organise relevant events and campaigns in conjunction with the relevant Coiste Gnó or Regional Officer.

2.2.1 A working group led by a member of the Coiste Gnó will be referred to as a National Working Group.

2.2.2 A working group led by a Regional Officer will be referred to as a Regional Working Group.

2.3 The Coiste Gnó Officer or Regional Officer may recruit working group members by launching an open call for members.

2.4 Any official meetings of working groups shall be chaired by the Coiste Gnó Officer or Regional Officer in charge of the working group.

2.5 Working groups have the right to submit amendments, proposals and motions to the Comhdháil Bhliantúil.

2.6 Working groups will assist and advise the Coiste Gnó and ROB in the development of particular policies that are relevant to the working group's purpose. Under the responsibility of the Coiste Gnó and ROB, they are authorised to execute certain tasks relating to ISSU mandates and/or project implementation.

2.7 Working groups must report on their work to the Comhdháil Bhliantúil and the Coiste Gnó or ROB. If this cannot be done in person, it must be presented as a written document.

2.8 The Coiste Gnó or Regional Officer can disband their Working Group once their given campaign or project has come to an end, or in the case that a Working Group is not fulfilling their purpose or has fallen inactive.

2.9 All students are eligible to apply for Working Group Membership. Students from member schools, members of the Coiste Gnó, and members of the ROB will be given priority. The final decision on membership lies solely with the Officer in charge of the Working Group in question.

2.10 A Selection Panel must be formed to select members of a working group consisting of at least 1 Secretariat Member, 1 Board of Directors Member, 1 MAC Member, 1 Coiste Gnó member. For a regional working group all officers of the region must also be on the selection panel.

2.11 No student can be a member of more than 3 national or regional working groups, during the managing body term, unless they are a Coiste Gnó member.

2.12 The Coiste Gnó na nDaltaí must be aware of all members of National and Regional working groups before the students are offered places on said working group.

Appendix 3: Co-options and By-elections

3.1 The co-option procedure will be used to fill seats on the Coiste Gnó and ROB where:

- I. A sitting Regional Officer has been elected to the Coiste Gnó/MAC.
- II. A Regional Officer resigns or vacates their seat before their term ends.
- III. A Coiste Gnó Officer resigns or vacates their seat before their term ends.
- IV. A MAC Officer resigns or vacates their seat before their term ends.

3.2 The following Co-option procedure outlines how vacated ROB and Coiste Gnó and MAC seats may be filled:

- I. The Returning officer will revisit the Officer's election count and re-open the election count process. If the Returning Officer is unavailable to do this, the Secretariat with the Uachtarán will endeavour to take on the Returning Officers duties mentioned in 'Appendix 3'.
- II. The returning officer will eliminate the elected Coiste Gnó / MAC / both elected regional officers following the first count and redistribute their votes appropriately.
- III. The Returning officer will continue the election in accordance with the Electoral Act (1992) until a candidate reaches the quota. Whereon this candidate will be deemed elected and offered the position of Regional Officer / Coiste Gnó officer / MAC Officer.

- IV. This process may only take place where there are at least 2 candidates left in the election following the elimination of the two regional officers and excluding the candidate RON.

3.2.1 In the event, that this precursor cannot be satisfied a by-election must be called.

3.3 A by-election may be called through an; Extraordinary Assembly to elect a Coiste Gnó Officer or MAC Officer; an Extraordinary regional council to elect a Regional Officer.

Appendix 4: No Confidence Procedure for Coiste Gnó Officers

4.1 A vote of no confidence is considered an absolute last resort, before a motion of no confidence is taken against an officer every effort must be made to address the situation by other means.

4.1.1 The best practice in solving a situation in which an Officer is behaving not in line with the Constitution, particularly 'Article 9.9', is that they would get a written letter of warning for their behaviour before a motion of no confidence is pursued.

4.1.2 This procedure should be taken in conjunction with 'Article 9.9' of this constitution.

4.2 Prior to a motion of no confidence:

- I. Any Regional Officer or Coiste Gnó Officer may send a letter to the Monitoring and Advisory Committee setting out the reasons for removal of a Coiste Gnó officer (it can be written and signed by more than one person.)
- II. The MAC should examine, on the balance of probabilities, whether there are reasonable grounds for a debate on a motion of no confidence and should write back in a timely manner.
- III. This decision may not be taken as justification for an officer's removal or used as evidence in favour of removal- this decision is solely to permit a debate to go ahead.
- IV. This initial process must be completed with the utmost confidentiality.
- V. Once a motion of no confidence has been tabled the officer will be asked to step aside from their duties until the vote has taken place

4.2.1 Only after this point may a motion of no confidence be called.

4.3 Tabling a Motion of No Confidence parameters are as follows;

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- I. Any Coiste Gnó Officer may file a motion of no confidence.
- II. The Board of Directors and MAC will set a date for the meeting on which to debate and hold a vote on the Motion of No Confidence.
- III. During this time the Board and the secretariat will conduct an independent fact-finding report that will be presented to the Coiste Gnó at said meeting.
- IV. If a Coiste Gnó officer resigns during the process leading up to or during a motion of no confidence, this process must be acknowledged and noted in their resignation letter.

4.4 The Debate and Vote of No Confidence parameters are as follows;

- I. A nominated director from the Board of Directors will present the independent Fact-finding report at the meeting.
- II. The Coiste Gnó Officer(s) who tabled the motion of no confidence will outline their rationales and position.
- III. The Officer facing the motion of no confidence will be given the right of reply.
- IV. All the Coiste Gnó Officers will be given the chance to speak prior to the vote going ahead.
- V. The Coiste Gnó will hold an anonymous vote on the motion.
- VI. Only in the event 2/3rds of the entirety of the Coiste Gnó vote in favour of the motion of no-confidence, the motion will be passed and the officer will immediately vacate their position on the Coiste Gnó and all ISSU working groups and any positions they hold externally as an ISSU Representative.
- VII. The MAC will attend this meeting to ensure this procedure has been followed.

4.5 After the Vote of No Confidence has Passed;

- I. A letter will be sent to the ISSU Membership, ROB and noted on the website; announcing the vote of no confidence and a brief outline of the reasons for the officer's removal.
- II. The removal of the officer and the rationale for removal, where appropriate, will be formally noted at the following Annual Assembly.

- III. If there are more than 3 months left in the term then the Coiste Gnó Officers position will be filled according to Appendix 3: Co-options and By-elections.
- IV. If there are less than 3 months left in the Coiste Gnó Term then the Coiste Gnó will decide how to fill the role of the former officer for the remainder of the term which may include a Coiste Gnó officer filling the role.

4.6 In the event, a motion of no confidence fails; the motion will be dropped and the officer will continue in their role. A second motion of no confidence may not be brought unless new information comes to light.

4.7 The Right to Appeal parameters are as follows;

- I. An appeal must be sought within 1 week of the motion of no confidence being passed. The Former officer will write to the ISSU MAC who will have the responsibility of organising the appeal.
- II. 12 ISSU School reps will be randomly selected from 12 randomly selected ISSU member schools and they will form a body to which the former officer may appeal the motion of no confidence.
- III. The 12 School reps selected must be from schools outside of the county in which the former officer lives/goes to school.
- IV. Of the 12 School reps selected, none of them may be on a national Working group, ROB, Coiste Gnó or MAC.
- V. The 12 Reps will meet together and the following will take place;
 - A. The Board will present the Independent fact-finding report.
 - B. The Coiste Gnó Officer(s) who tabled the motion of no confidence will outline their rationale and reasonings,
 - C. The Former Officer will be given the right of reply.
 - D. All of the Coiste Gnó Members will be given the chance to speak on the motion.
- VI. The group will then meet later to discuss the points before them - a member of the secretariat will chair the meeting.
- VII. The group will decide by a two-thirds majority whether or not to uphold or reverse the motion of no confidence.

VIII. If the Group reverses the motion, then the officer is reinstated.

Appendix 5: No Confidence Procedure for Regional Officers

5.1 A vote of no confidence shall be considered an absolute last resort, before a motion of no confidence is taken against an officer every effort must be made to address the situation by other means.

5.2 A Regional Officer may only be removed from their position through a vote of no-confidence in the event that the officer in question is found to be seriously and repeatedly failing to act in accordance with the standard expected of an elected ISSU Regional Officer.

5.2.1 Such failures include;

- I. Breach of the ISSU Constitution, Code of Conduct or child protection policy.
- II. A breach of the Confidentiality Agreement.
- III. Gross misconduct, bullying or discrimination.
- IV. Failing to fulfil their duties as a Regional Officer.
- V. Brings the reputation of the ISSU into disrepute.
- VI. Any other instance where the MAC deems that the actions of the officer are such that it grossly breaches the constitution/values or ethos of the ISSU.
- VII. Breaks the bond of trust that must exist between officers and the organisation, to such an extent that it effectively ends the relationship and warrants removal.

5.3 Prior to a motion of no confidence a Regional Officer, Coiste Gnó Officer or ISSU Member school (from said officer's region) may send a letter to the Board of Directors setting out the justification of such a motion (it can be written and signed by more than one person).

5.3.1 The Board shall examine, on the balance of probabilities, whether there are reasonable grounds for a debate on a motion of no confidence and should write back in a timely manner.

5.3.2 This decision may not be taken as justification for an officer's removal or used as evidence in favour of removal - this decision is solely to permit a debate to go ahead.

5.3.3 This initial process must be completed with the utmost confidentiality.

5.4 Once a motion of no confidence has been tabled the officer will be asked to step aside from their duties until the vote has taken place

5.5 Only after this point may a motion of no confidence be called.

5.6 The Debate and Vote of No Confidence parameters are as follows;

- I. A nominated director from the Board of Directors will present the independent Fact-finding report at the meeting.
- II. The Officer(s) who tabled the motion of no confidence will outline their rationales and position.
- III. The Officer facing the motion of no confidence will be given the right of reply.
- IV. All the MAC will be given the chance to speak prior to the vote going ahead.
- V. The MAC will hold an anonymous vote on the motion.
- VI. Only in the event 4/5ths of the entirety of the MAC vote in favour of the motion of no-confidence, the motion will be passed and the officer will immediately vacate their position on the ROB and all ISSU working groups and any positions they hold externally as an ISSU Representative.

Appendix 6: No Confidence Procedure for Monitoring and Advisory Committee Officers

6.1 If any member of the MAC, the Coiste Gnó or ROB wish to table a motion of no confidence against an officer of the MAC, they must follow the outlined procedure:

- I. A letter must be sent by an Officer to the Board outlining the justification and reasoning behind the motion of no confidence against the specific MAC Officer.
- II. The Board will write back in a timely manner outlining whether there is standing for a motion of no confidence.
- III. If there is standing, an independent fact-finding report will be launched into the specific MAC Officer.
- IV. From this point forward, the vote of no confidence, and subsequent removal of the MAC Officer if the vote passes, will be strictly handled by the Board of Directors.

Appendix 7: Annual Events

7.1 An Chomhdháil Bhliantúill (See article 7).

7.2 Regional Councils (See article 11)

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7.3 Skills Academy for Future Leaders, hereby referred to as Skills Academy, is a national training event aimed at empowering and upskilling students organised by the Coiste Gnó annually.

7.3.1 A Regional Skills Academy may be organised by the Coiste Gnó, this is at the discretion of the Coiste Gnó and must be done so in conjunction with the relevant Regional Officers.

7.4 Each year, the female identifying and non-binary members of the Coiste Gnó will lead the organisation of the 'ISSU Women's Conference'. The ISSU Women's Conference (IWC) is an annual event for female identifying and non-binary students to come together to celebrate International Women's Day while discussing important topics such as but not limited to; fields where women are underrepresented, gender equality in schools, consent and sexual health, etc.