



ISSU Constitution

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Contents
Preamble
Articles:
Article 1: Title of Organisation
Article 2: Fundamentals
Article 3: Aims and Objectives
Article 4: Legal Governance
Article 5: Membership
Article 6: Operational Structure
Article 7: An Chomhdháil Bhliaintiúil (Annual Assembly)
Article 8: Article 8: Monitoring and Advisory Committee (MAC)/An Coiste Monatóireachta agus Comhairleach
Article 9: Article 9: Coiste Gnó na nDaltaí (National Student Executive)
Article 10: Roles of Officers of the Coiste Gnó
Article 11: Regional Officer Body (R.O.B) (An Comhairle Oifigigh Réigiúnach) Article 12: Secretariat/Rúnaíocht
Article 13: Senior Leadership Team/Foireann Ceannais Shinsearaigh
Article 14: ISSU Directive Mandates and Policy Book
Article 15: Elections
Article 16: Constitutional Amendments
Appendices
Appendix 1: Child Protection
Appendix 2: Working Groups
Appendix 3: Co-options and By-elections
Appendix 4: No Confidence Procedure for Coiste Gnó Officers



1 Preamble

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

3 The ISSU is a democratically governed association that shall work to represent, uplift and 4 defend the voice of second-level students.

5 The Constitution derives its authority from the member schools of the Irish Second-Level 6 Students' Union. This Constitution hereby revokes all previous Constitutions.

7 The Constitution may be amended by Referendum, Extraordinary Assembly and the Comhdháil 8 Bhlaintiúil.

9 Policies shall be upheld by: Coiste Gnó na nDaltaí (NSE) hereafter referred to as the Coiste 10 Gnó, the Regional Officer Body, hereafter referred to as the ROB, the Monitoring and Advisory 11 Committee, hereafter referred to as the MAC, the Secretariat and the Board of Directors of the 12 Irish Second-Level Students' Union.



13 **Article 1: Title of Organisation**

14 1.1 The name of Ireland's second-level students' union is the Irish Second-Level Students' 15 Union - abbreviated as ISSU, or in Irish; Aontas Daltaí Iar-bhunscoile na hÉireann - abbreviated 16 as 'ADIÉ'.

17 **Article 2: Fundamentals**

18 2.1 The ISSU is the national umbrella body for second-level student councils in the Republic of 19 Ireland. The ISSU represents Irish second-level students on a local, regional, national and 20 international level.

21 2.2 The main object for which the ISSU is established is to contribute to the advancement of 22 second-level education of all second-level students in order to improve and enrich the 23 education of each student and to support the involvement of students at all stages of their 24 education so that they achieve their full potential, and as responsible citizens, improve society.

25 2.3 The mission statement of the ISSU is as follows; *"The Irish Second-Level Students' Union 26 will be an agent and a catalyst for change in the Irish education system, seeking to advance 27 education by involving young people actively in all aspects of their education, thus empowering 28 and supporting young people to realise their voice and take action."*

29 2.4 All elected officers, structures, staff and volunteers will actively collaborate to further the 30 ISSUs mission.

31 2.5 The vision statement of the ISSU is as follows *"The Irish Second Level Students' Union 32 shall work towards an education system in which the views, opinions and contributions of 33 students are respected and in which students are recognised as an official partner in creating 34 an education that is centered around and caters best for students."*

35 2.6 The slogan of the ISSU is as follows; *'Representing, Uplifting and Defending Student Voice.'*

36 2.7 The ISSU is a democratic, not for profit and non-governmental youth organisation, 37 independent from any political groups.

38 2.8 ISSU Core Respects:

39 2.8.1 Respecting Our Values:

40 I. The ISSU is a fair and transparent organisation. It opposes discrimination on the 41 grounds of gender, age, sexual orientation, race, physical ability, intellectual 42 ability, religion, nationality, marital status, membership of the travelling 43 community or ethnicity.

44 II. The ISSU is an organisation based on the values of human rights, equality, 45 diversity and participation. We do not tolerate discrimination, bullying in any 46 form, harming others and ignorig such claims.



47 III. The ISSU strives to provide a respectful, safe and 48 inclusive environment for all members, officers, staff and 49 volunteers involved in the organisation.

50 IV. The ISSU is committed to safeguarding children and young people with whom 51 we work and promoting good child protection practice within our organisation.

52 2.8.2. Respecting Our Members

53 I. The ISSU is a democratically governed organisation which shall represent and 54 campaign for the rights of all second-level students without bias, fear or favour, 55 and shall be respectful of the differing views within its membership, but 56 accountable to all members for the performance of its duties.

57 2.8.3. Respecting Student Voice

58 I. Upholding the value of Student Voice and growing the reputation and 59 professional nature of the ISSU is of paramount importance to this organisation, 60 and it is up to all members of the student officers to make sure that we 61 continually earn that trust among other stakeholders in the education sector.

62 II. All of our communications and other interactions with stakeholders internally 63 and externally should work towards increasing trust in student voice. All 64 individuals working with and for the ISSU are stewards of second-level student 65 voice and are responsible for their actions, and should be respectful in their 66 words and actions, both online and offline.

67 **Article 3: Aims & Objectives**

68 3. The main aims of the ISSU are as follows:

69 3.1 To provide a transparent, democratic and reliable organisation.

70 3.2 To provide a collective voice for second-level students and represent second-level 71 students as stakeholders in their education and in society, locally, regionally, nationally and 72 internationally to continually develop a transparent, fair and modern education system.

73 3.3 To promote equal access to education and to strive for the end of all discrimination and 74 injustice within the Irish education system.

75 3.4 To empower student councils to be democratic and effective representative bodies within 76 their school communities.

77 3.5 To work to end the disparity in student services based on socio-economic backgrounds.

78 3.6 To fight for a fair education system that values each individual and allows them to reach 79 their full potential.



80 3.6 To actively support and empower individual students and student councils to take action.

81 3.6 To actively address the challenges and worries faced by students on a local, regional, 82 national and international level.

83 3.7 *The ISSU will achieve these aims by:*

84 3.7.1 Advocating, on behalf of member schools, second-level students' demands in 85 dealings and interactions with stakeholders.

86 3.7.2 Developing and participating in the development of policies and strategies on 87 issues that affect second-level students by working with relevant bodies in the 88 education and youth sectors to represent those most impacted by the injustices in 89 society.

90 3.7.3 Providing active support, training and resources to second-level student councils.

91 3.7.4 With regard to Articles 12 & 13 of the UN Convention on the Rights of the Child, 92 advocating for the provision of adequate and appropriate student services that are 93 accessible to all regardless of their socio-economic background through discussions 94 with decision-makers.

95 3.7.5 Finding and recording the views of students through research, consultations and 96 reports. The ISSU will then ensure that these opinions and views are given their proper 97 weight in the decision-making process by authorities in the education system.

98 **Article 4 : Legal Governance**

99 4.1 The legal entity which governs and provides for all operations of the ISSU is the Irish 100 Second-Level Students' Union CLG.

101 4.2 The main object for which the Irish Second-Level Students' Union CLG. is established is to 102 contribute to the advancement of second-level education of all second-level students in order 103 to improve and enrich the education of each student and to support the involvement of 104 students at all stages of their education so that they achieve their full potential, and as 105 responsible citizens, improve society. Subsidiary objects are outlined in the Memorandum of 106 Association.

107 4.3 The Irish Second-Level Students' Union CLG is a charitable company limited by guarantee 108 not having share capital registered in Dublin; registration number 511901.



109 4.4 The Irish Second-Level Students' Union CLG is a registered charity, 110 established in line with the main objects of the company for the advancement of education, 111 promotion of civic responsibility or voluntary work and other purposes that is of benefit to the 112 community in accordance with the Charities Act 2009; registration no: 20141868 (CHY22315).

113 4.5 This constitution provides guidance for the day to day running of the ISSU and does not 114 supersede the Memorandum of Association and Articles of Association of the Irish 115 Second-Level Students' Union CLG.

116 4.5 The Irish Second-level Students' Union Limited is governed by the Board of Directors of the 117 company who uphold the ISSU constitution.

118 4.6 The membership of the ISSU Board of Directors as well as the financial decision 119 responsibility is outlined in the ISSU Memorandum and Articles of Association. The board of 120 directors consists of representatives from the education sector, trade union movement, 121 charitable bodies, student interest representation and others deemed by the Board to have 122 sufficient relevant experience for the role.

123 **Article 5: Membership**

124 5.1 Membership is open to all democratic, student-led student councils in second-level centres 125 of education in Ireland.

126 5.1.1 For the purposes of membership, the ISSU refers to all types of equivalent 127 democratic student representative systems as 'Student Councils', as proposed by the 128 Education Act 1998, section 27.

129 5.1.2 Second-level centres of education are defined as those recognised by the 130 Department of Education and Skills. These include, but are not confined to, 131 second-level schools and YouthReach centres of education.

132 5.1.3 A student council is a democratic and autonomous representative body 133 composed of students from each year, fairly elected by their classmates to develop and 134 foster a democratic student voice in their school and to represent and work on behalf of 135 students alongside other stakeholders in the school community.

136 5.2 All second-level student councils are eligible to be members of the ISSU provided that a 137 school can satisfy the following:

138 5.2.1 An active, democratic and student-led student council has been established.

139 5.2.2 A democratic and transparent ballot of the members of the student council has 140 taken place, whereby 50% plus one have voted in favour of joining the ISSU.

141 5.2.3 They uphold and accept, in writing, this document.

142 5.3 Student Council membership is granted for life. This is subject to
143 change by a majority vote of the Comhdháil Bhliantiúil attendees.

144 5.4 The Coiste Gnó, subject to a majority vote of two thirds, may suspend membership if found
145 in breach of 5.2.3. and bring this to the members at the Comhdháil Bhliantiúil.

146 5.5 Membership proceedings are overseen by the Secretariat with the consultation of the 147
Coiste Gnó.

148 5.6 The ISSU automatically grants all non-member second-level student councils observer 149
status i.e. all second-level schools are welcome to participate and communicate with the ISSU 150
but are not entitled to

151 i) be represented by the ISSU

152 ii) have voting rights

153 iii) let their students run for any position within the ISSU for which they are eligible 154 iv)
attend trainings hosted or facilitated by the ISSU

155 **Article 6: Operational Structure**

156 6.1 The following structures shall make up the ISSU Operational Structure:

157 - Board of Directors (see Article 4)

158 - Monitoring and Advisory Committee (see Article 8)

159 - An Coiste Gnó (see Article 9)

160 - National Working Groups

161 - Regional Officer Body (see Article 11)

162 - Regional Working Groups

163 - Student Council Representatives

164 -

165 - ISSU School Reps (see Article 11.5)

166 - Secretariat (see Article 13),

167 - Senior Leadership Team (see Article 12)

168 6.2 The Operational Structure shall create relevant policies, procedures and documents to
169 ensure the functioning of the organisation can be carried out in line with the values of 170
accountability, transparency and fairness.

171 6.2.1 The Board of Directors shall ensure that all corporate governance responsibilities 172 are
carried out and outlined in relevant policy documents. These include but are not 173 limited to
Financial Policy, Child Protection Policy, Employee Contracts and all other



174 Governance documents. These policies shall take precedence
175 above all others.

176 6.2.2 The Comhdháil Bhliantiúil also retains the right to propose and pass policy, which 177
the Operational Structure is also bound to follow. These include but are not limited to 178 the
ISSU Constitution, Directive Policy Book and Comhdháil Bhliantiúil Procedure.

179 6.2.3 Individual bodies of the ISSU Operational Structure may also propose their own 180
procedures to carry out their work in line with the ISSU values and objectives as set out 181
herein. These shall be referred to as Procedures and may include but are not limited to 182 the
Working Group Selection Procedure and Internal Terms of Reference. A simple 183 majority of
those on any body is enough to adopt these procedures.

184 **Article 7: An Chomhdháil Bhliantiúil (Annual Assembly)**

185 7.1 The Annual General Meeting of the ISSU is known as An Chomhdháil Bhliantiúil and will
186 henceforth in this document be referred to as the Comhdháil Bhliantiúil.

187 7.2 The Comhdháil Bhliantiúil is the highest governing body of the ISSU. It has the power to
188 amend the constitution, input into the Coiste Gnó work plan, ISSU documentation and the
189 ISSU policy.

190 7.3 The Comhdháil Bhliantiúil must take place within 300 - 400 days of the previous
Comhdháil 191 Bhliantiúil.

192 7.3.1 In the case of exceptional circumstances where the Comhdháil Bhliantiúil cannot 193
take place within 400 days of the previous Comhdháil Bhliantiúil, two-thirds of the 194 Coiste
Gnó must vote to postpone the event with a view to holding it as soon after as 195 possible.

196 7.4 The procedure for holding a Comhdháil Bhliantiúil (including related deadlines) is
outlined in 197 the Comhdháil Bhliantiúil Procedure Document, which should be approved by
the Comhdháil 198 Bhliantiúil.

199 7.5 An Extraordinary Assembly may be convened at any time on the authority of the Coiste
200 Gnó, on the written request of a simple majority vote of the Regional Officer Body or 10%
of 201 member schools.

202 7.5.1 An Extraordinary Assembly may only deal with the subject(s) for which it was 203
called.

204 7.5.2 Any Extraordinary Assembly that is required may not be held less than three 205
weeks from the date it is called.

206 7.6 The quorum of a meeting of the Comhdháil Bhliantiúil shall consist of 10% of member
207 schools.

208 7.6.1 This excludes the Coiste Gnó and ROB individual votes as they are not voting as



209 members of their student council.

210 7.7 An Comhdháil Bhliantiúil shall elect members of the Coiste Gnó and MAC. Any student of a
211 member school is entitled to run for any elected position at the Comhdháil Bhliantiúil, with the
212 exception of the MAC (Article 8.4). Outgoing members of the Coiste Gnó who are no longer in
213 second-level education may only seek re-election to the Coiste Gnó once. This excludes the
214 position of Uachtarán Oinigh. All candidates for the Coiste Gnó must be enrolled in a member
215 second-level school at the time of the election, with the exception of outgoing elected Coiste
216 Gnó members.

217 7.8 No student shall simultaneously hold more than one elected position within the ISSU.

218 7.9 Formal adoption of mandates and policy occurs by motion at the Comhdháil Bhliantiúil. 219
ISSU mandates and policy will be recorded in a published Directive Mandates and Policy 220
Manual. Mandates and policy will disband after 3 years of being adopted, unless otherwise 221
voted on. These mandates and positions can apply to the Coiste Gnó as a whole or a specific 222
Coiste Gnó member.

223 7.10 Amendments to this document require a two-thirds plus one vote of quorate Comhdháil 224
Bhliantiúil in order to be passed. All other motions need a simple majority to be passed.

225 7.11 A member of the Coiste Gnó or the ISSU Secretariat shall act as the director of the 226
Comhdháil Bhliantiúil. The Comhdháil Bhliantiúil programme shall be prepared by the Coiste 227
Gnó with the ISSU Secretariat.

228 7.12 The time of assembly and adjournment shall be fixed by the Coiste Gnó.

229 **Article 8: Monitoring and Advisory Committee (MAC)/An Coiste Monatóireachta** 230 **agus Comhairleach**

231 8.1 The ISSU Monitoring and Advisory Committee, hereafter referred to as the MAC, ensures 232
that the work of elected student officers is constitutional and in line with ISSU policies, 233 ensuring
that the ISSU is held accountable to its membership.

234 8.2 The ISSU MAC provides support and consultative guidance to elected officers.

235 8.3 The ISSU MAC will be composed of 5 past members of the Coiste Gnó, ROB, ISSU School
236 Representatives or Working Group members.

237 8.4 Candidates for the MAC shall be nominated by the following bodies with a two-thirds 238
majority;

239 8.4.1 Past Coiste Gnó members must be nominated by the current Coiste Gnó. 240 8.4.2 Past
ROB members must be nominated by the current ROB 241 8.4.3 ISSU School Representatives must
be nominated by the Regional Officer(s) in 242 their region or alternatively by the Regional Liaison
and Support Officer.

243 8.4.4 Working group members must be nominated by their 244 current working group.

245 i. If a working group has been disbanded, the past working group member may 246 be nominated by the Coiste Gnó.

247 8.5 More than one person from each of the 4 structures listed above may be nominated to the 248 MAC.

249 8.6 Upon receiving a nomination, a person may run for a position on the MAC at the Comhdháil 250 Bhliantiúil where they will contest an election.

251 8.7 The MAC must follow the committee's [Internal Regulations](#).

252 8.8 Removal of a MAC Officer

253 I. If any member of the MAC, the Coiste Gnó or ROB wish to table a motion of no 254 confidence against an officer of the MAC, they must follow the outlined 255 procedure : A letter must be sent by an Officer to the Board outlining the 256 justification and reasoning behind the motion of no confidence against the 257 specific MAC Officer.

258 II. The Board will write back in a timely manner outlining whether there is standing 259 for a motion of no confidence.

260 III. If there is standing, an independent fact-finding report will be launched into the 261 specific MAC Officer.

262 IV. From this point forward, the vote of no confidence, and subsequent removal of 263 the MAC Officer if the vote passes, will be strictly handled by the Board of 264 Directors.

265 **Article 9: Coiste Gnó na nDaltaí (NSE)**

266 9.1 The Coiste Gnó is the body of elected officers who are collectively mandated to lead the 267 ISSU for one term and individually mandated to lead the ISSU in their assigned remits outlined 268 below.

269 9.2 The Coiste Gnó represents and acts on behalf of the members of the ISSU.

270 9.3 The Coiste Gnó will be the public representatives of the ISSU. The Coiste Gnó shall be a 271 maximum of 13 officers and must have a minimum of 7 officers to function. Should any Coiste 272 Gnó member be removed from their role through impeachment or resignation, a by-election 273 must take place at an Extraordinary Assembly to ensure that their role is fulfilled for the 274 remainder of the term. All Coiste Gnó Officers must ordinarily reside on the island of Ireland for 275 the duration of their term.



276 9.4 In the event that the outgoing Uachtarán (President) is elected
277 Uachtarán for another term, the outgoing Coiste Gnó shall nominate
278 another outgoing Coiste Gnó member to assume the role of Uachtarán Oinigh (Honorary
279 President).

280 9.5 Members of the Coiste Gnó cannot vote as members at any Regional Council.

281 9.6 If a member of the Coiste Gnó resigns they must submit a letter of resignation to the ISSU
282 Uachtarán and the Monitoring and Advisory Committee.

283 9.7 The Uachtarán shall act as Chairperson of all meetings of the Coiste Gnó. 284 9.7.1
The Coiste Gnó will have 2 meetings a month - one online and one in person. 285 I. The Coiste
Gnó will hold an online meeting no more than 15 days after their 286 previous in-person
meeting.

287 II. The Coiste Gnó will hold an in-person meeting no more than 30 days after their 288 previous
in person meeting.

289 III. In the event an in-person meeting is not possible; the meeting will go ahead in 290 an
online setting.

291 9.7.2 The Runaí is responsible for organising these meetings. The Runaí will complete 292 and
circulate the Minutes of a meeting to the Coiste Gnó, MAC, ROB and Publish the 293 minutes to
the website no more than 6 days after the meeting has taken place.

294 9.8 Expectations, rights and responsibilities of the Coiste Gnó:

295 I. All officers are entitled to make a call for a working group (Appendix 2). This 296 working group
must be brought to the Coiste Gnó for formal approval and to 297 note the mandate the working
group will be focusing on. 298 II. All members of the Coiste Gnó are obliged to act in accordance
with Directive 299 Mandates enacted by an Extraordinary Assembly or the Comhdháil Bhliantiúil. 300
III. Each member of the Coiste Gnó must produce monthly reports which will be 301 shared and
published in summary at every Comhdháil Bhliantiúil. 302 IV. Each Coiste Gnó officer must assist the
Coiste Gnó to carry out collective 303 obligations, further the agenda of the ISSU and publicly
represent the ISSU with 304 decorum and etiquette.

305 V. Each Coiste Gnó officer must maintain communication with the Coiste Gnó, 306 ROB, MAC
as well as relevant stakeholders.

307 VI. Each Coiste Gnó officer must take an active role in meetings of the Coiste Gnó 308 and ISSU
campaigns.

309 VII. Each member of the Coiste Gnó must attend internal and external events on a 310 regular
basis.

311 VIII. Each Coiste Gnó Officer must act in accordance with the ISSU Code of 312 Conduct.

313 IX. The Coiste Gnó has a collective responsibility to implement the Union's policy. 314 X. Each
member of the Coiste Gnó must uphold the Union's reputation nationally 315 and internationally.

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

318 XII. Each member of the Coiste Gnó must Create and Publish at least 1 student 319 council
resource during their term.

320 9.9 An officer may only be removed from their position through a vote of no-confidence in the
321 event that the officer in question is found to be seriously and repeatedly failing to act in 322
accordance with the standard expected of an elected ISSU officer.

323 *Such failures include;*

324 I. Breach of the ISSU Constitution, Code of Conduct or child protection policy. 325 II. A
breach of the Confidentiality Agreement

326 III. Gross misconduct, bullying or discrimination.

327 IV. Failing to fulfil their duties as a Coiste Gnó Officer.

328 V. Brings the reputation of the ISSU into disrepute

329 VI. Any other instance where the MAC deems that the actions of the officer is such 330 that it
grossly breaches the constitution/ values or ethos of the ISSU/ breaks the 331 bond of trust that
must exist between officers and the organisation, to such an 332 extent that it effectively ends the
relationship and warrants removal. 333 A vote of no confidence must be completed in strict
adherence to appendix 4 entitled. "No 334 Confidence Procedure"

335 9.10 The Coiste Gnó will maintain relations with the Regional Officer Body (ROB) as follows; 336
I. The ROB should always be notified of upcoming events, projects and campaigns 337 that the
Coiste Gnó plans to implement.

338 II. The ROB should be kept up to date by the workings of the Coiste Gnó through 339 monthly
updates.

340 III. All Coiste Gnó meeting minutes will be circulated to the ROB and the ROB 341 retains the
right to seek clarification on any minuted point. 342 IV. Parallel to posting on social media, relevant
and important information should be 343 sent out to regional officers for them to share with the
member schools of their 344 region

345 V. Where Coiste Gnó officer(s) may be conducting a project on a regional level they 346 will
include and actively collaborate with the Regional Officer(s) within that area. 347 VI. The Coiste Gnó
officers should actively consult the ROB when formulating 348 proposals or policy stances.

349 VII. The ROB and the Coiste Gnó are required to meet once every 6 weeks. 350 VIII. An annual
conference for the bonding and officer training of the Coiste Gnó and 351 ROB will take place, when
possible.

352 VIII.1. The program and duration of time in which this conference is held 353 is to be decided by
the ongoing Coiste Gnó members. The Coiste Gnó 354 should consult with the ROB members
regarding the program and the 355 available time frame for the event to take place.

356 **Article 10 : Roles of the Officers of the Coiste Gnó**

357 **10.1 Uachtarán (President)**



358 The Uachtarán leads the ISSU, acting as the main representative and
359 spokesperson of the ISSU. They chair meetings of the Coiste Gnó and 360 have the
responsibility of guiding the work of the Coiste Gnó Officers and ensuring that the 361 Coiste Gnó
are completing their work plan and following through on the work they have been 362 mandated to
complete by the Comhdháil Bhliaintiúil.

363 The Uachtarán will ensure that communication between all groups within the ISSU is efficient 364
and continuous and be a point of contact for assistance for anyone working within the 365
organisation.

366 The Uachtarán will represent the ISSU in national media and in meetings with fellow education
367 stakeholders and relevant Government ministries.

368 The Uachtarán will represent the Coiste Gnó at meetings of the ISSU Board of Directors in a 369
non-voting capacity.

370 The Uachtarán will work for continuous membership development and promotion of the ISSU
371 on a national level.

372 In the event of a deadlock within the Coiste Gnó, the Uachtarán holds a casting vote.

373 Sample Tasks:

374 10.1.1 Chairing meetings of the Coiste Gnó and calling monthly meetings. 375 10.1.2
Conducting media interviews as the national representative of the ISSU. 376 10.1.3 Writing and
presenting submissions to Government bodies and fellow education 377 stakeholders on behalf of
the ISSU, in conjunction with other Coiste Gnó Officers and 378 supported by the Secretariat.

379 10.1.4 Attending meetings with education stakeholders and organisations the ISSU are 380
working with.

381 10.1.5 Acting as a point of support for Coiste Gnó Officers and providing guidance and 382
leadership with regards to their work plans and campaigns.

383 10.1.6 Representing ISSU at various conferences and other events in the education and 384
youth sectors.

385 **10.2 Leas-Uachtarán (Vice President)**

386 The ISSU Leas-Uachtarán assists the Uachtarán in leading the organisation day to day, 387
ensuring all structures within the union communicate effectively and delegating work to the 388
officers of the Coiste Gnó. The Leas-Uachtarán will assume the duties of the Uachtarán in their 389
absence. Working with the Uachtarán, they will ensure that the yearly work plan of the ISSU is 390
fulfilled within their term and that the Coiste Gnó act on Directive Mandates passed at 391
the Comhdháil Bhliaintiúil. The Leas-Uachtarán will also represent the organisation on a national 392
level, along with the Uachtarán in dealings with stakeholders and partners where appropriate. 393
The Leas-Uachtarán will also help to promote the grassroots engagement and membership 394
development of the union.

395 Sample tasks

396 10.2.1 Working closely with Coiste Gnó officers and offering support with their 397 individual
mandates e.g. campaign development, event planning, report writing



398 10.2.2 Attending meetings with stakeholders and partners in 399 education

400 10.2.3 Giving media interviews in the absence of the Uachtarán 401 10.2.4 Writing and presenting education related submissions to relevant stakeholders 402 with the Uachtarán in conjunction with other Coiste Gnó Officers and supported by the 403 Secretariat.

404 **10.3 Rúnaí (Secretary)**

405 The Runaí is responsible for producing an agenda and minutes for meetings of the Coiste Gnó. 406 They shall make official meeting minutes available to the Coiste Gnó, Monitoring and Advisory 407 Committee, and Board of Directors no more than one week after each meeting. They shall also 408 ensure that a suitable copy of all minutes is made available to all members on the ISSU 409 website. They shall work with the Uachtarán and Leas-Uachtarán to organise and plan 410 meetings of the Coiste Gnó and communicate the date, time and venue of such meetings. They 411 are also expected to assist and support other Coiste Gnó members where needed when 412 possible.

413 Sample tasks:

414 10.3.1 Producing an agenda and minutes for all meetings of the Coiste Gnó. 415 10.3.2 Communicating the date, time, and venue for all Coiste Gnó meetings.

416 10.3.3 Ensuring suitable copies of Coiste Gnó meeting minutes are available to 417 members.

418 10.3.4 Supporting and assisting other officers in their projects and campaigns.

419 **10.4 Welfare Officer (Oifigeach Leasa)**

420 The ISSU Welfare Officer has the overall responsibility for the advocacy of student wellbeing 421 within and on behalf of the ISSU. They develop national campaigns and initiatives for 422 second-level students in the area of wellbeing, e.g. Mental Health, Sexual Health, Substance 423 Abuse etc. They also have the responsibility for the implementation of the ISSU's welfare 424 policies.

425 Sample tasks:

426 10.4.1 Leads the ISSU's efforts to promote student wellbeing nationally and within 427 second-level education institutions.

428 10.4.2 Liaises with welfare organisations in the promotion of student welfare within the 429 second-level school environment.

430 10.4.3 Runs welfare related campaigns, in conjunction with relevant bodies of 431 necessary.

432 10.4.4 Works to ensure that second-level schools are working to ensure student well 433 being.

434 10.4.5 Leads ISSU's Welfare policy and represents the ISSU on welfare related issues 435 and submissions.

436 10.4.6 Producing student council resources related to student welfare and welfare 437 related campaigns.

438 10.4.7 Tasked with the formation of the Unions' Welfare Team composed of Regional

439 Officers

440 10.5 Sustainability Officer (Oifigeach Inbhuanaitheachta)

441 The ISSU Sustainability Officer will have the overall responsibility for action surrounding 442 sustainability and climate justice within and behalf of the ISSU. They will also be responsible for 443 working to ensure student voice in the implementation of the SDGs, alongside the integration 444 of sustainability within the ISSU.

445 Sample tasks:

446 10.5.1 Works to support students to implement and advocate for sustainability. 447 10.5.2 Runs 448
SDG and climate justice related campaigns in conjunction with relevant 448 bodies.

449 10.5.3 Liaises with SDG and climate justice based organisations and relevant 450 stakeholders
in the promotion of sustainability in second-level institutions. 451 10.5.4 Leads and liaises with other
officers on ISSU submissions to stakeholders in 452 relation to sustainability.

453 10.5.5 Producing student council resources related to sustainability. 454 10.5.6 Ensure that
actions by the ISSU in relation to sustainability are inclusive of all 455 students, such as rural and
low income students, in line with the ideals of climate

456 justice.

457 10.6 International Officer (Oifigeach Idirnáisiúnta)

458 The ISSU International Officer liaises with OBESSU (Organising Bureau of European School 459
Student Unions) and ensures that OBESSU policies are implemented in Ireland. They will also 460
liaise with other international education bodies. They are also responsible for the promotion of 461
inclusion with regard to international students in Ireland and ensure that ISSU International

462 Policies are implemented on a national and local level.

463 Sample Tasks

464 10.6.1 Attend OBESSU events, relevant to the work plan of the Coiste Gnó as 465 mandated by
the Comhdháil Bhliaintiúil.

466 10.6.2 Liaise with submissions to stakeholders in relation to international affairs in 467
conjunction with other Coiste Gnó Officers and supported by the Secretariat. 468 10.6.3 Implement
campaigns and initiatives in Ireland which have been mandated by 469 OBESSU.

470 10.6.4 Producing student council resources related to international campaigns.

**471 10.7 Regional Liaison and Support Officer (An t-Oifigeach Tacaíochta agus Ceangail 472
Réigiúnach)**

473 The Regional Liaison and Support Officer has the overall responsibility for the organisation and
474 coordination of the Regional Officer Body. They will chair any meetings of the ROB and will 475
ensure smooth communication between the ROB and the Coiste Gnó. In the absence of the

476 regional officers, they will chair ISSU Regional Councils. They play a
477 key role in the ISSU grassroots development. They will assist regional
478 officers with local projects that they work on throughout their term. They will ensure that each
479 member school has an ISSU School Representative and work with Regional Officers to ensure
480 that national campaigns and events are implemented on a local level.

481 Sample tasks:

482 10.7.1 Organising ISSU Regional Councils alongside Regional Officers and the Student 483
Council Coordinator.

484 10.7.2 Communicating the implementation of ISSU Campaigns and Policy on a regional 485
level.

486 10.7.3 Coordinating and assisting members of the Coiste Gnó with the creation of 487 student
council resources.

488 10.7.4 Ensure that ISSU School Representatives are elected democratically and support 489
regional officers in their communication with their respective ISSU School 490 Representatives.

491 **10.8 Equality Officer (Oifigeach Chomhionannais)**

492 Overall responsibility for the defence and promotion of anti-discrimination within and on behalf
493 of the ISSU, and on issues that affect second-level students. Has the responsibility for the 494
implementation of the ISSU's equality Directive Mandates.

495 Sample tasks:

496 10.8.1 Leads the ISSU's efforts to promulgate equality and eradicate discrimination 497 within
secondary schools.

498 10.8.2 Liaises with equality organisations in the promotion of equality within the

499 second-level school environment.

500 10.8.3 Runs equality related campaigns, in conjunction with relevant bodies of 501 necessary.

502 10.8.4 Setting up a working group to work on a particular equality related issue for 503 students.

504 10.8.5 Works to ensure that second-level schools are working to promote equality. 505 10.8.6

Leads ISSU's Equality policy and represents the ISSU on Equality related issues 506 and
submissions.

507 10.8.7 Producing student council resources related to equality campaigns.

508 **10.9 Communications Officer (Oifigeach na Cumarsáide)**

509 The Communications Officer is responsible for the publication of ISSU media in all forms. They
510 will strongly assist in the organising and strategising ISSU campaigns as required by the Coiste
511 Gnó in pursuit of the Directive Mandates. They have the overall role of ensuring a strong 512
communication link between the Coiste Gnó and member schools. They have responsibility for 513
keeping the ISSU website up to date and liaise with the Secretariat on any changes needed.

514 Sample Tasks:

515 10.9.1 Oversee the design and formatting of ISSU publications, 516 posters and other promotional material.

517 10.9.2 Liaise and assist relevant Coiste Gnó officers in pursuit of campaigns. 518

10.9.3 Publish official ISSU documents onto the website, such as 519 i. Minutes from AA, Coiste Gnó and ROB meetings

520 ii. Policy books

521 iii. Reports

522 10.9.4 Keep the ISSU website, Facebook, Instagram and Twitter accounts up to date, 523 and liaising with Oifigeach na Gaeilge to keep the Irish language Twitter account active. 524 10.9.5

Upholds the ISSU Media Policy book & Brand Guidelines Document. 525 i. Any changes to the book must be voted on at the Comhdháil Bhliaintiúil as part 526 of Mandates and Positions.

527 **10.10 Oifigeach na Gaeilge**

528 The Oifigeach na Gaeilge is responsible for promoting the Irish language within ISSU. They are 529 the primary liaison with students from gaelcholáistí and are responsible for the upkeep and 530 implementation of the Irish Language Scheme.

531 Sample Tasks:

532 10.10.1 Oversee the regular translation of ISSU publications, internal and external 533 communications and ISSU policy books and constitution, to ensure all resources are 534 available bilingually.

535 10.10.2 Liaise with Irish language education groups like Conradh na Gaeilge and Gael 536 Linn to promote the Irish language in schools.

537 10.10.3 Represent second-level students at conferences and/or events regarding the

538 progression and development of the Irish language.

539 10.10.4 Organise Oifigeach na Gaeilge training days so that second-level students can 540 learn how best to promote the language in their local area.

541 10.10.5 Work closely with the Education Officer to ensure the Irish language is taught in 542 the best way possible in schools.

543 10.10.6 Support students who have had Irish language resources taken away from 544 them.

545 10.10.7 Leads ISSU's Irish language policy and represents the ISSU on Irish language 546 related issues and submissions.

547 10.10.8 Producing student council resources related to Irish language campaigns.

548 **10.11 Education Officer (Oifigeach Oideachais)**

549 The Education Officer is responsible for the promotion of the students perspective in regards to 550 the education they receive. The role is largely policy and representative based, ensuring that 551 the voice of students is listened to in the form of education they receive. 552 Sample Tasks;

553 10.11.1 Writing policy documents on behalf of the ISSU with regard to educational 554 matters in conjunction with other Coiste Gnó Officers and supported by the Secretariat.



555 10.11.2 Attending events and consultations with regard to the 556 educational sector eg. National Council for Curriculum and 557 Assessment.

558 10.11.3 Making formal submissions on behalf of the ISSU to educational bodies. eg. 559 State Examination Commission in conjunction with other Coiste Gnó Officers and 560 supported by the Secretariat.

561 10.11.4 Organise consultations with member students on educational issues. 562 10.11.5 Leads ISSU's Education policy and represents the ISSU on education related 563 issues and submissions.

564 10.11.6 Producing student council resources related to education campaigns.

565 **10.12 An t-Uachtarán Oinigh (Honorary President)**

566 The Uachtarán Oinigh plays an advisory role within the ISSU. They help to provide insight into 567 the workings of the Union. They provide feedback to the Coiste Gnó where necessary and 568 liaise with officers where extra support may be required, particularly first time officers. They 569 guide the Union and liaise with the MAC to ensure that it is operating in line with the 570 constitution, ISSU policy and the best interests of the Union.

571 Sample tasks include:

572 10.12.1 Advise on campaign and event plans where necessary and give feedback. 573

10.12.2 Ensure that decisions made by the Coiste Gnó are constitutional. 574 10.12.3 Ensure that the Coiste Gnó follows the yearly work plan and uphold ISSU 575 policy.

576 **10.13 Disability Officer (Oifigeach an Mhíchumais)**

577 The Disability Officer has overall responsibility for the promotion of accessibility for disabled 578 students at second-level within member schools. The Disability Officer has responsibility for 579 anti-discrimination and awareness campaigning and/or issues that affect students within the 580 ISSU and second-level schools in general.

581 Sample Tasks:

582 • Liaises with Youth Organisations and other Disability Advocacy Organisations with 583 regard to promotion of youth disability, accessibility and equality. 584 • Liaises with Awareness-raising disability organisations in regards to promoting the 585 acceptance and integration of neurodiverse and physically disabled people into all 586 aspects of society, including school, from a young age.

587 • Runs Disability related campaigns in conjunction with relevant bodies 588 • Offers team support and help where necessary

589 • Works with relevant officers to ensure that the ISSU website and social media platforms 590 are adhering to the internal accessibility guidelines, as well as following the EU Web 591 Accessibility Directive, in which All websites of public bodies created after 23 September 592 2018 will have to be accessible by 23 September 2019. Existing websites will have to 593 comply by 23 September 2020.

594 • Works with relevant officers to ensure that the ISSU internal accessibility guidelines are

595 reviewed at a minimum of once a month

596 • Has responsibility for clear protocols for accommodation within

597 the union and ensuring the ISSU engages effectively with disabled students

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

599 11.1 The Regional Officers are students elected at their Regional Council and serve for a term
600 of one calendar year.

601 11.1.1 They must currently attend an ISSU member school in their corresponding 602 region.

603 11.1.2 Each region is represented by two Regional Officers.

604 11.2 The rights, roles and responsibilities of the regional officers shall be as follows;

605 11.2.1 Their role is to lead and represent the ISSU members in their region.

606 11.2.2 To represent students in second-level education and work to resolve issues they 607 face
on a regional level.

608 11.2.3 Their responsibility is to engage and recruit students in their locality to become 609 active
and involved in the ISSU.

610 11.2.4 To empower them to use their voice and ability to solve the issues they face in 611 the
education system.

612 11.2.5 To communicate issues of widespread concern in their region to the Coiste Gnó 613 when
appropriate.

614 11.2.6 The organisation of the Regional Council for the election of the next regional 615 officers.
(see subsection 3)

616 11.2.7 Regional Officers are not limited to just their region, they can work in partnership 617 with
other Regional Officers to address issues of mutual concern. They can also 618 support and aid the
Coiste Gnó in their initiatives and projects.

619 11.2.8 A Regional Officer may lead a local project and if the Coiste Gnó agrees to 620 expand
the project to a national level, the Regional Officer will lead it in collaboration 621 with Coiste Gnó
officer(s).

622 11.2.9 To organise cluster meetings with member student councils on a local basis, the 623
function of which is as follows;

624 11.2.9.1 To seek their input on ISSU projects, mandates and policy. 625 11.2.8.2 To

suggest new proposals to mandate the ISSU to undertake.

626 11.2.8.3 To get student councils involved in organising and implementing ISSU 627 initiatives as
well as events.

628 11.2.10 To establish, nurture and maintain relationships with 629 key regional stakeholders who can aid in, are affected by, or have an interest in the 630 work of the ISSU e.g

631 I. Youth centered organisations

632 II. Teacher and Parent organisations

633 III. Elected representatives

634 IV. Civil Servants

635 V. Media (Newspapers & Radio)

636 VI. Educational Training Boards

637 11.2.10 The ROB retains the right to access digital recordings of all Coiste Gnó 638 meetings except in cases where confidentiality is deemed necessary by a vote of two 639 thirds of the Coiste Gnó. The video must be shared with the ROB within one week of 640 the Coiste Gnó meeting.

641 11.2.11 Regional Officers shall organise an online meeting of all the ISSU School Reps 642 in their region once a month.

643 11.2.12 Regional Officers will meet a minimum of once every 2 weeks to discuss their 644 work in their region and collaborate together

645 I. This meeting will take place online.

646 11.2.13 Their responsibility is to follow their Directive Mandates passed at a Regional 647 Council or the Comhdháil Bhliantiúil.

648 11.2.14 Act as a supporting officer for all student councils in their area and all issues 649 related to members in their region should be forwarded to them.

650 11.2.15 A Regional Officer retains the right to call a meeting with any Coiste Gnó 651 officer(s) to discuss any issues.

652 11.3 Within the Regional Officer's remit, a Regional Officer must organise and facilitate a 653 Regional Council annually. This is intended to be a meeting of representatives from all 654 second-level schools in the designated region. It is also where the Regional Officers will be 655 elected.

656 11.3.1 There are a set 20 regions, as outlined by the Coiste Gnó and ROB. The Coiste 657 Gnó has the authority to alter this number, in collaboration with the relevant Regional 658 Officers.

659 11.3.2 At each regional council, member schools are entitled to 2 voting delegates and 660 the following number of delegates with observer rights, the Student Council 661 Chairperson is encouraged to attend.



Size of school	Non-voting delegates
<200	2
201 - 400	3
401 - 600	4
601 - 800	5
801+	6

662 11.3.3 Member schools may nominate a maximum of 2 students for the role of Regional 663 Officer,

664 11.3.4 The outgoing Regional Officer(s) will chair their regional council.

665 11.3.5 Non-Member Schools must be afforded the opportunity to register as a member 666 on the day of a regional council.

667 11.3.5.1 To register for membership on the day, the delegates of the school 668 intending to become a member must provide proof of a student council 669 vote in favour of membership. This will be affirmed by a signed letter 670 from the Student Council Chairperson with the school stamp.

671 11.4 The regional council will consist of;

672 I. A report back to student councils on the work of the regional officers and 673 the Coiste Gnó.

674 II. Information on how they, the students, can get involved further in the 675 activities of ISSU.

676 III. A chance to consult the member schools on issues faced by them. 677 IV. A chance to recruit students to become engaged members of the ISSU 678 i.e as part of regional or national working groups. 679 V. An opportunity for non-members to become member schools. 680 VI. ISSU School Reps training and information.

681 VII. An opportunity for member schools to propose and vote on Directive 682 Mandates for their region.

683 11.5 The Regional Officer(s) will endeavour to ensure that every member school has an ISSU 684 School Representative elected before the Regional Council.

685 11.5.1 An ISSU School Representative (ISSU School Rep) serves as the ISSU's 686 representative in a member school, they are the liaison between a specific member



687 student council and the Regional Officer. An ISSU School 688
Representative may hold another role on their student council 689
simultaneously.

690 11.5.2 The ISSU School Representatives will be added to a communications platform 691
with the Regional Officer for their region where they will be kept up to date with the 692
activities of the ISSU.

693 11.5.3 The roles and responsibilities of the ISSU School Reps shall be as follows;

694 I. The main role of the ISSU School Reps is to be the link in communication 695 from the
Regional Officer to the Student Council.

696 II. The ISSU School Rep promote the work of the ISSU to their student 697 council i.e.
informing them of events, campaigns, opportunities 698 III. The ISSU School Reps in each

region will assist the Regional Officer with 699 any tasks they are carrying out and will
essentially act as a working 700 group to the regional officer

701 IV. The ISSU School Rep should be in contact with the Regional Officer on a 702 regular
basis

703 V. An ISSU School Rep must represent their schools at the Regional 704 Council,

705 VI. An ISSU School Rep's term will be of the same length as other executive 706 positions
on their student council.

707 11.5.5 The ROB and Regional Liaison and Support Officer will organise an annual online
708 ISSU School Rep training in December of each year.

709 11.6 A Regional Officer may run for re-election providing they are still in second-level 710
education.

711 11.7 An incoming Regional Officer will come into office on the 1st of January post election
and 712 their term will conclude on the 31st of December the same year.

713 11.7.1. An annual training event will be held for the ROB within this period. When 714
possible this is to be separate from the annual conference as mentioned in Article 9.9, 715 part
VIII.

716 11.8 The duration of time between a new Regional Officer's election and their coming into
717 office serves as a handover period for the departing officer to transfer relevant information
to 718 the incoming officer.

719 11.9 The Regional Officer Body (ROB) must refer to the Regional Officer Guide throughout
their 720 term. The Handbook can be found here : <https://bit.ly/ROB-Handbook>

721 **Article 12: Secretariat/Rúnaíocht**

722 12.1 The Managing Directors and staff members shall make up the ISSU Secretariat.



723 12.2 The Secretariat is appointed to support all organisation structures.

724 12.3 A Secretariat is appointed to support the administrative work of the ISSU and monitor the
725 operational policy.

726 12.4 The Secretariat is also responsible for ensuring that all Directive Mandates documents are
727 updated according to the outcome of the Comhdháil Bhliantiúil and made available to member
728 schools and the Coiste Gnó within one month of the Comhdháil Bhliantiúil.

729 12.5 All financial decisions and budgets are made and implemented by the Secretariat, 730
following review by the Coiste Gnó and approval by the Board of Directors.

731 12.6 Staff members are not required to, but can be invited to attend Coiste Gnó meetings in a
732 non-voting capacity, but as an advisory one.

733 12.7 Any changes to the Secretariat will be made in collaboration with the Coiste Gnó.

734 **Article 13: Senior Leadership Team/Foireann Ceannais Shinsearaigh**

735 13.1 The Senior Leadership Team, hereafter referred to as the SLT, shall consist of an 736
t-Uachtarán, Leas-Uachtarán, an t-Uachtarán Oinigh of the Coiste Gnó and the staff members 737 of
the ISSU.

738 13.2 The role of the SLT is to support and advise an t-Uachtarán and Leas-Uachtarán in 739
effectively leading the union, to advise the Coiste Gnó and the ROB on their work, to 740 coordinate
administrative tasks and to plan how best the Secretariat can support the student 741 officers.

742 **Article 14: ISSU Directive Mandates and ISSU Policy Book**

743 14.1 The two documents that direct and outline the work of the ISSU are the Directive 744
Mandates of the ISSU and the ISSU Policy Book.

745 14.2 The Directive Mandates of the ISSU outlines the mandates of the ISSU elected officers.

746 14.3 Directive Mandates of the ISSU can only be set by the Comhdháil Bhliantiúil or Regional 747
Councils.

748 14.4 Member schools, Regional Officers and the Coiste Gnó Officers may submit motions to An
749 Comhdháil Bhliantiúil which may be approved by a simple majority vote after a round of 750
debate.

751 14.5 The ISSU Coiste Gnó must devise strategies on the development and the implementation
752 of the ratified motions which they have been mandated to carry out.

753 14.6 The ISSU Policy Book outlines the official stance and position of
754 the ISSU on particular issues.

755 14.6.1 Policy of the ISSU can be set by the Comhdháil Bhliantiúl or a ballot of members.

756 14.6.2 Member schools, Regional Officers and Coiste Gnó Officers may submit policy 757
documents which can then be accepted by the Comhdháil Bhliantiúl with a simple 758 majority vote.

759 14.6.3 In a circumstance where an assembly of members is deemed not feasible, the 760 Coiste
Gnó in consultation with the ROB reserves the right to take an interim stance on 761 a pressing
issue.

762 14.6.3.1 An interim stance can be appealed through an EGM.

763 14.7 Any mandate or policy can be appealed by the ROB or Coiste Gnó to the MAC if they 764
believe it is in conflict with the ISSU Constitution. Any mandate/proposal which is deemed to 765 be
in conflict with the ISSU Constitution by the MAC will be deemed to be invalid.

766 **Article 15: Elections**

767 15.1 In all elections, electors shall mark their ballot papers and the count shall be conducted 768
according to the provisions of the Electoral Act (1992) of the Republic of Ireland (proportional 769
representation).

770 15.2 Votes shall be cast in sealed ballot boxes.

771 15.3 Candidates and/or one representative (who must be a delegate of the Comhdháil 772
Bhliantiúl) therefore shall be entitled to attend the count in respect of the office for which they 773
have been nominated.

774 15.4 No person may stand for election to an officer position who has ceased to be a 775
second-level student, except where they are an outgoing member of the Coiste Gnó or ROB.

776 15.5 Candidates can only submit one nomination for the Coiste Gnó through order of 777
preference where their first preference shall appear on the ballot paper.

778 15.7 Candidates for all elections must be nominated in writing by at least one member school
779 not less than seven days before the election takes place.

780 15.8 No more than two students of any member school may contest the Coiste Gnó or the 781
ROB elections.

782 15.9 In all elections, where there are one or more nominations, ballot
783 papers shall include as an option the statement “Re-open 784 Nominations”. For the purpose of
counting votes, the “Re-open Nominations” candidate shall 785 be treated as a candidate. If the
“Re-open Nominations” candidate is elected, the returning 786 officer shall declare the position
unfilled and a by-election will be organised.

787 15.10 In the event of an equal number of votes, the outgoing Uachtarán shall have a casting 788
vote.

789 15.11 Election proceedings cannot take place where there are less than one half plus one of 790
registered voting delegates present in the case of the Comhdháil Bhliantiúil, or 20% of member 791
schools in the case of the ROB elections.

792 15.12 All candidates and their campaign volunteers must abide by the election rules as 793
outlined in the ISSU Elections Policy document.

794 15.13 In the event a physical election is unable to take place for exceptional reasons, the ISSU
795 holds the right to host an election online.

796 15.13.1 The Coiste Gnó must vote two thirds in favour to approve any elections being 797 held
online.

798 15.13.2 In the event that an election is held online an appropriate, confidential online 799 voting
system will be adapted.

800 15.14 All candidates contest the election as individual students, no candidate may run in
801 affiliation with any group or organisation.

802 **Article 16: Constitutional Amendments**

803 16.1 This document shall surpass all previous versions of the ISSU constitution.

804 16.2 A constitutional amendment is defined as ;

805 16.2.1 Any alteration to the exact words contained in this existing document 806 16.2.2 Any
addition of words, paragraphs, articles or appendix to the document 807 16.2.3 Any removal of
words contained in this document

808 16.3 Constitutional Amendments can only be passed by a two-thirds plus one majority at 809
theComhdháil Bhliantiúil.

810 16.4 All member schools may submit constitutional amendments to theComhdháil Bhliantiúil.

811 16.5 All members of the Coiste Gnó may submit constitutional amendments. 812 16.5.1 The
Coiste Gnó shall set the deadlines for submissions of these 813 amendments while allowing an
appropriate amount of time for member schools to 814 discuss the motions thoroughly.

815 16.6 Every amendment will be proposed by a voting delegate from the
816 proposing member school or a member of the Coiste Gnó or ROB.

817 16.7 All members of the ROB may submit constitutional amendments

818 **Appendix 1: Child Protection**

819 1.1 The ISSU is committed to the protection of children and young people with whom 820 we work and to promoting good practice within our organisation.

821 1.2 The ISSU is committed to promoting the rights of the child including the 822 participation of children and young people in matters that affect them.

823 1.3 The ISSU is committed to adhere to the Children First National Guidance 2017 and 824 the Children First Act 2015.

825 1.4 The ISSU believes that all young people have a right to be safe at all times and to 826 have the opportunity to fully-participate in all aspects of the activities that ISSU 827 provides.

828 1.5 The ISSU has a responsibility and duty of care to protect any child (anyone under 829 the age of 18 years) that may be at risk, who comes to the attention of the 830 organisation. The ISSU endeavours to protect anyone under the age of 18 years who is 831 at risk.

832 1.6 The ISSU ensures all staff and volunteers undertaking regular relevant work over the 833 age of 16 are garda vetted, in line with the National Vetting Bureau requirements, and 834 are provided with Child Protection training

835 1.6.1 A Designated Liaison Person is appointed from the staff to follow the ISSU Child 836 Protection Policy in dealing with any disclosures brought forward involving child 837 safeguarding.

838 1.7 The ISSU ensures all staff members and volunteers will adhere to the ISSU Child 839 Protection Policy.

840 1.8 The ISSU Child Protection Policy and Safeguarding Children 841 Statement is made available to the public on the organisation 842 website and is present at all events and activities of the ISSU as is required by national 843 legislation.

844 1.9 The ISSU Child Protection Policy and Safeguarding Children Statement will be 845 reviewed annually and updated to align and comply with legislation and common best 846 practice regarding child protection, garda vetting, and other such related areas.

847 **Appendix 2: Working Groups**

848 2.1 The role of the working group is to provide a platform for consultations to take 849 place on a certain topic and/or topics regarding to ISSU mandate work. 850 2.2 The Coiste Gnó and ROB reserve the right to initiate a working group on a 851 certain issue related to their mandate. A working group may help organise relevant 852 events and campaigns in conjunction with the relevant Coiste Gnó or Regional 853 Officer.

854 2.2.1: A working group led by a member of the Coiste Gnó will be referred to as a 855 National Working Group.

856 2.2.2: A working group led by a Regional Officer will be referred to as a Regional 857 Working Group.

858 2.3 The Coiste Gnó Officer or Regional Officer may recruit working group members 859 by launching an open-call for members.

860 2.4 Any official meetings of working groups shall be chaired by the Coiste Gnó 861 Officer or Regional Officer in charge of the working group.

862 2.5 Working groups have the right to submit amendments, proposals and motions 863 to the Comhdháil Bhliaintiúil.

864 2.6 Working groups will assist and advise the Coiste Gnó and ROB in the development of 865 particular policies that are relevant to the working group's purpose. Under the 866 responsibility of the Coiste Gnó and ROB, they are authorised to execute certain tasks 867 relating to ISSU mandates and/or project implementation.

868 2.7 Working groups must report on their work to the Comhdháil Bhliaintiúil and the Coiste 869 Gnó or ROB. If this cannot be done in person, it must be presented as a written document.

870 2.8 The Coiste Gnó or Regional Officer can disband their Working Group once their given 871 campaign or project has come to an end, or in the case that a Working Group is not

872 fulfilling their purpose or has fallen inactive.

873 2.9 All students are eligible to apply for Working Group Membership. Students from 874 member schools, members of the Coiste Gnó, and members of the ROB will be given 875 priority. The final decision on membership lies solely with the Officer in Charge of the 876 Working Group in question.

877 **Appendix 3: Co-options and By-elections**

878 3.1 The co-option procedure will be used to fill seats on the Coiste Gnó and ROB where:
879 - A sitting Regional Officer has been elected to the Coiste Gnó/MAC. 880 - A Regional
Officer resigns or vacates their seat before their term ends. 881 - A Coiste Gnó Officer resigns
or vacates their seat before their term ends. 882 - A MAC Officer resigns or vacates their seat
before their term ends.

883 3.2 The following Co-option procedure outlines how vacated ROB and Coiste Gnó and
MAC 884 seats may be filled.

885 - The Returning officer will revisit the Officer's election count and re-open the election 886
count process.

887 - The returning officer will eliminate the elected Coiste Gnó / MAC / both elected regional
888 officers following the first count and redistribute their votes appropriately. 889 - The
Returning officer will continue the election in accordance with the Electoral Act 890 (1992) until
a candidate reaches the quota. Whereon this candidate will be deemed 891 elected and offered
the position of Regional Officer / Coiste Gnó officer.

892 - *This process may only take place where there are at least 2 candidates left in the 893
election following the elimination of the two regional officers and excluding the 894 candidate
RON.*

895 - *In the event this precursor cannot be satisfied a by-election must be called.*

896 3.3 A by-election may be called through an

897 - Extraordinary regional council to elect a regional officer.

898 **Appendix 4: No Confidence Procedure for Coiste Gnó Officers**

899 4.1 A vote of no confidence is considered an absolute last resort, before a motion of no 900
confidence is taken against an officer every effort must be made to address the situation by
901 other means.

902 I. Best practice in solving a situation in which an Officer is behaving not in line with the 903
Constitution, particularly Article 9.9, is that they would get a written letter of warning for 904
their behaviour before a motion of no confidence is pursued.

905 II. This procedure should be taken in conjunction with article 9.9 of this constitution.

906 4.2 Prior to a motion of no confidence

907 • Any Regional Officer or Coiste Gnó Officer may send a letter to the Monitoring and 908 Advisory Committee setting out the reasons for removal of said Coiste Gnó officer (it 909 can be written and signed by more than one person.)

910 • The MAC should examine, on the balance of probabilities, whether there are reasonable 911 grounds for a debate on a motion of no confidence and should write back in a timely 912 manner

913 • This decision may not be taken as justification for an officers removal or used as 914 evidence in favour of removal- this decision is solely to permit a debate to go ahead. 915 • This initial process must be completed with the utmost confidentiality. 916 • Once a motion of no confidence has been tabled the officer will be asked to step aside 917 from their duties until the vote has taken place

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

919 4.3 Tabling a Motion of No Confidence

920 • Any Coiste Gnó Officer may file a motion of no confidence.

921 • The Board of Directors and MAC will set a date for the meeting on which to debate and 922 hold a vote on the Motion of No Confidence.

923 • In this time the Board and the secretariat will conduct an independent fact finding 924 report that will be presented to the Coiste Gnó at said meeting.

925 • If a Coiste Gnó officer resigns during the process leading up to or during a motion of no 926 confidence, this process must be acknowledged and noted in their resignation letter.

927 4.4 The Debate and Vote of No Confidence

928 • A nominated director from the Board of Directors will present the independent Fact 929 finding report at the meeting.

930 • The Coiste Gnó Officer(s) who tabled the motion of no confidence will outline their 931 rationale and position.

932 • The Officer facing the motion of no confidence will be given the right of reply. 933 • All the Coiste Gnó Officers will be given the chance to speak prior to the vote going 934 ahead.

935 • The Coiste Gnó will hold an anonymous vote on the motion.

936 • Only in the event 2/3rds of the entirety of the Coiste Gnó vote in favour of the motion of 937 no-confidence the motion will be passed and the officer will immediately vacate their 938 position on the Coiste Gnó and all ISSU working groups and any positions they hold 939 externally as an ISSU Representative.

940 • The MAC will attend this meeting to ensure this procedure has been followed.

941 4.5 After the Vote of No Confidence has Passed.

942 • A letter will be sent to the ISSU Membership, ROB and noted on the website; 943 announcing the vote of no confidence and a brief outline of the reasons for the officers 944 removal.

945 ● The removal of the officer and the rationale for removal, where
946 appropriate, will be formally noted at the following Annual
947 Assembly.

948 ● In the event a motion of no confidence fails; the motion will be dropped and the officer 949
will continue in their role. A second motion of no confidence may not be brought unless 950 new
information comes to light.

951 ● If there is more than 3 months left in the term then the Coiste Gnó Officers position will 952 be
filled according to Appendix 3: Co-options and By-elections. 953 ● If there is less than 3 months left
in the Coiste Gnó Term then the Coiste Gnó will decide 954 how to fill the role of the former officer
for the remainder of the term which may include 955 a Coiste Gnó officer filling the role.

956 4.6 The Right to Appeal

957 ● An appeal must be sought within 1 week of the motion of no confidence being passed. 958
The Former officer will write to the ISSU MAC who will have the responsibility of 959 organising the
appeal.

960 ● 12 ISSU School reps will be randomly selected from 12 randomly selected ISSU 961 member
schools and they will form a body to which the former officer may appeal the 962 motion of no
confidence.

963 ● The 12 School reps selected must be from schools outside of the county from which 964
the former officer lives/goes to school in.

965 ● Of the 12 School reps selected, none of them may be on a national Working group, 966
ROB, Coiste Gnó or MAC.

967 ● The 12 Reps will meet together and the following will take place; 968 ●
The Board will present the Independent fact finding report.

969 ● The Coiste Gnó Officer(s) who tabled the motion of no confidence will outline their 970
rationale and reasonings,

971 ● The Former Officer will be given the right of reply.

972 ● All of the Coiste Gnó Members will be given the chance to speak on the motion. 973 ●
The group will then meet later to discuss the points before them - a member of the 974
secretariat will chair the meeting.

975 The group will decide by a two thirds majority whether or not to uphold or reverse the motion of
976 no confidence.

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