



MSU ELECTORAL COMMISSION

CANDIDATE HANDBOOK

Executive & Student Senate Elections

March, 2024



1. ABOUT THIS HANDBOOK

Are you thinking of standing or assisting someone to stand for election to the MSU Executive or MSU Student Senate? If so, you will need a clear understanding of the constitutional requirements you must meet, and of your role and responsibilities under the MSU Constitution.

Remember, you and your supporters can play a significant role in helping to ensure, as far as possible, that every vote cast in an election counts.

1. THE CANDIDATE HANDBOOK

Please read through this handbook before nominating yourself for a position!

This handbook details the election process, roles available, and regulations you must abide by.

MSU will assume all nominated candidates have read this handbook.

Claiming to not know any information contained within this handbook will not be accepted as reason for any regulation breaking or missed deadlines.

HOW THIS HANDBOOK CAN HELP YOU

The handbook explains the steps you will need to take to qualify as a candidate and to comply with the MSU Constitution before, during and after an election.

Again, the handbook is intended to assist candidates standing for election by explaining relevant processes and procedures. It is not, however, a substitute for the MSU Constitution.

MSU.IE WEBSITE

Because information can change during the life of a publication, the MSU.ie website is the best source of up-to-date information. All forms and publications referred to in this handbook are available from the website or by contacting the Returning Officer at returning.officers@msu.ie.

CONTACT DETAILS

If you have any questions about the elections, please contact returning.officers@msu.ie.

FEEDBACK WELCOME

The MSU Electoral Commission welcomes your views on the usefulness of the Candidate Handbook and any specific information provided in these pages. We invite you to send your feedback via elections@msu.ie.

2. ELECTORAL ADMINISTRATION

The MSU Constitution establishes an Electoral Commission and the Returning Officer Team. Together they manage and implement all MSU Executive and MSU Student Senate elections and referendums.

Election procedures, as established by the Electoral Commission, are decided in the first instance by the Returning Officers subject to any appeal to the Election Appeals Committee of the Board of Trustees. However, the provision of Article 14 and Schedule 23 and Schedule 24 of the MSU Constitution are mandatory.

1. THE ELECTORAL COMMISSION

The role of the Electoral Commission is to regulate the conduct of elections by producing electoral regulations. These regulations, when compiled together, which shall form an Electoral Regulation Manual (ERM). The ERM is presented to the Student Senate for noting on an annually.

The Electoral Commission has a membership of at least five but not more than nine members. These members are appointed by the Executive, on the recommendation of the President, and noted by the Student Senate and meet as often as is required but with at least one meeting per semester.

The Electoral Commission has the sole responsibility for developing regulations governing the conduct of candidates and campaigners in respect of elections and referendums, which shall include regulations requiring candidates or campaigners not to breach University regulations or the law.

The MSU Constitution provides that the Electoral Commission may specifically provide for:

- After consulting with the MSU President, the passing of regulations as they deem appropriate to control expenditure in elections & referendums
- In a referendum or election in respect of which there is a spending limit, all electoral spending shall be administered through the Returning Officers. The content of electoral materials shall be at the discretion of individual candidates, so long as such content is not deemed by the Returning Officers to be in breach of the relevant election or referendum rules or unlawful
- Any breach of regulations made under this Article may be acted upon by the Returning Officers in such manner as they see fit. In cases where the Returning Officers determine that there has been a material breach of electoral conduct they may impose such penalties as they see fit, such penalties to include the elimination of a candidate from the election in question
- A specified amount of each candidate's election expenses be refunded by the Union. To qualify for such a refund, a candidate must have secured a certain minimum percentage, set by the Electoral Commission, of the total valid poll in the count in which they were eliminated. The minimum percentage in question set by the Electoral Commission may be variable to reflect the number of candidates in each election

2. THE RETURNING OFFICER TEAM

The Returning Officer Team execute and implement the regulations of the Electoral Commission in conducting and supervising the process of all MSU Executive and MSU Student Senate elections and referendums.

AGENTS OF THE RETURNING OFFICER TEAM

The Returning Officer may appoint agents to support them in carrying out the role and function.

The following MSU staff support the Returning Officer Team:

Name	Role
Ann Marie Cudden (Front Office Manager)	<ul style="list-style-type: none">Receives nomination formsFacilitates candidates printing allowanceAttends to election-related queries
Hannah Keegan (Governance Representation Administrator)	<ul style="list-style-type: none">Supports electoral administration and logisticsAttends to election-related correspondence (emails)
Dillon Grace (Director General)	<ul style="list-style-type: none">Intermediary between candidates and Returning OfficerManages electoral administration and logisticsManages election-related correspondence (emails)Attends to election-related queriesReceive nomination forms

If you have any questions about the elections, please contact returning.officers@msu.ie and an agent of the Returning Officer Team will attend to your query.

2. TIMING OF THE ELECTION

GENERAL ELECTIONS

The members of the MSU Executive and directly elected members of the MSU Student Senate, except for First Year Senator, are elected annually at elections held within 50 days of the commencement of the second semester.

The First Year Senator is elected annually at elections held within 30 days of the commencement of the first semester.

BYE-ELECTIONS

Where a semester one position is unfilled, it shall be filled by the holding of a bye-election held before the end of semester one of the following academic year.

If a member of the Executive vacates or is removed from their position before the end of the first semester, a bye-election shall be held to fill that position, and the Executive shall put in place such measures as it sees fit in the interim.

3. NOMINATION PERIOD

1. NOTICE OF ELECTION

Notice of Election is published at least 20 days prior to the opening of polls.

The Notice of Election sets out the:

- positions up for election
- method of nomination

- nomination period
- minimum proposer requirements
- latest time for receiving nominations
- time at which the full list of nominations received will be published
- polling date and times

2. NOMINATION

Each member of the Union who seeks nomination as a candidate for election shall sign the relevant nomination form published by the Returning Officers and provide their name and student number, and such other information as the Returning Officers shall direct.

NOMINATION PERIOD

Nominations shall be open for the first 10 days after the Notice of Election was issued. No canvassing may take place during this nomination period.

Nominations shall close at 11:59 AM on the tenth day of notice.

WHO CAN NOMINATE AS A CANDIDATE?

All ordinary members of the Union have the right to run for and hold office in the subject to this Constitution and Union electoral regulations.

An ordinary member of the Union will not be entitled to run for office unless they have been nominated in the manner provided by the MSU Constitution and their nomination paper has been ruled as valid by the returning officer.

3. NOMINATION FORMS

WHERE CAN I NOMINATE

Persons seeking nomination must first complete a Nomination Form.

Nomination Forms

Nomination Forms may be obtained:

- In person at the Info Centre, Maynooth Students' Union, The Student Centre, Maynooth University, Maynooth, Co Kildare during usual office hours.
- Online at www.MSU.ie/election

Nominations shall be put in the hands of the Returning Officer or their designated agent.

Nomination Forms may be completed at any time from 09.00 AM on Tuesday, 20 February 2024 to 11.59 AM on the last day for receiving nominations.

DEFECTIVE NOMINATION FORMS

When a nomination form is lodged, an election official will check the form(s) to ensure it has been fully completed. This includes ensuring that:

- the candidate appears on the Electoral Register
- the candidate's name and student number on the nomination form matches the candidate's name and student number on the Electoral Register
- the candidate has been proposed by the minimum number of proposers for the position they are seeking to contest
- that the nomination form was received before the latest time for receiving nomination forms
- the nomination form is complete in all other respects

If the nomination form is ultimately found to be defective, the candidate or their representative, as appropriate, will be informed. It is the candidate's responsibility to rectify and re-submit any defective nomination by 11.59 AM on the last day for receiving nominations.

It is recommended that all nominations are submitted as early as possible so that any defects, which may be found during the checking process, can be fixed in time. If compliance with the necessary requirements have not occurred by 11.59 AM on the last day for receiving nominations, the nomination will be rejected.

Once a nomination form has been submitted with the Returning Officer (or their authorised agent), a candidate can only amend details on the nomination form prior to 11.59 AM on the last day for receiving nominations.

Amendments to the following details on a nomination form will only be accepted by the candidate completing making a request in writing to the Returning Officer:

- Candidate contact details
- ballot paper given name

The powers of the Returning Officers shall include the power to reject any nomination or referendum petition which does not fulfil any requirement of the MSU Constitution.

4. DISQUALIFICATION TO STAND UNDER THE MSU CONSTITUTION

Any person who has been impeached shall be barred from standing for election in the Union for a period of three years from the date of impeachment. This provision shall overturn all electoral mandates.

5. CANDIDATES BRIEFING SESSIONS

A candidate briefing will be organised to provide you with an overview of the election process, information regarding the next steps, and a look at the rules governing our elections.

You will also be asked to sign:

- **The Candidate Handbook**
- **The Terms & Conditions of Officership** (Candidates for Full Time Officer positions only)

TERMS & CONDITIONS OF OFFICERSHIP

Candidates for elections to the Executive, shall be required upon acceptance of nomination to agree to be bound by such Terms and Conditions of Officership as shall be set from time-to-time by the Board of Trustees pursuant to the advice of the legal advisor to the Union. The Terms and Conditions of Officership shall be provided prior to the elections and shall be discarded in respect of unsuccessful candidates.

6. NOMINATION FORMS

Nomination forms are not available for public inspection. Certain documents and details are required to be displayed published and displayed publicly by 5 PM on the day following the close of nominations. These are:

- A full list of nominations received (Statement of Nominations Received)
- A full list of candidates contesting the election (Statement of Candidates)

These statements will include:

- Each candidate's full name
- Each candidate's names as they will appear on the ballot paper; and
- The position each candidate is contesting

Candidates' contact details will only be displayed if candidates have given their explicit consent on the nomination form.

7. NOMINATION PENALTIES

Penalties and potential disciplinary action may be taken for:

- producing a forged nomination paper to the Returning Officer of their Agent
- without the consent of the person concerned:
 - nominating such person as a candidate, or
 - withdrawing the candidature of such person

- making a false declaration with respect to the eligibility of a candidate for election

4. CAMPAIGN PERIOD

1. HUSTINGS

All hustings or public debates organised by the Union with or between candidates or interested parties in an election are an opportunity for candidates to present their manifestos to the student body and answer any questions students might have. This is a chance for the student body to get to know you better as a person and what you stand for.

Only positions on the MSU Executive have hustings.

Candidates will have the opportunity to make an opening statement, answer questions, and make closing remarks.

The opening and closing remarks are a time to introduce yourself, summarise your manifesto, and explain why you're a good candidate for the position.

Candidates can then answer questions from students which will have been submitted in advance of the hustings. All candidates will be asked to answer each question. These questions will not be given ahead of time.

Please make sure that you, and anyone in your campaigns team, remains respectful during these hustings. Please give everyone the ability to talk and get their points across.

2. CAMPAIGNING & PUBLICITY

Your campaign is the most important part of the entire election process. It will ultimately decide the success or failure of your attempt to be elected. Your campaign **MUST** in the interest of fairness for all concerned follow strict guidelines and procedures.

Most candidates gather a team of friends and supporters to help with their campaign. A campaign team can be invaluable to spread your policies throughout the college. When picking your team however, you should take care that they are people you trust to carry out your campaign, as you would want. You should try not to take your campaign to extremes. Posters including offensive or vulgar material, as well as campaigning in a "hassling" way is more likely to harm than help your campaign.

Reports of inappropriate conduct through a campaign will be looked upon very harshly and may carry penalties including fines or disqualification.

Campaign **MUST NOT** begin until the close of nominations, through any guise i.e. Facebook, Twitter etc.

Almost everything on campus is advertised using posters – make yours stand out – use coloured paper or novel designs.

Try to include a picture of yourself on your election material – think about all the election material you've seen for the national elections.

Talk with students and find out what they want an officer in your position to do – give the people what they want!

Please show respect for fellow candidates in all manners of your campaign.

LECTURE ADDRESSES

If you wish to address a lecture you should always seek the permission of the lecturer first and keep your speech to the point (less than 1 minute). You should not take questions, but instead point out where you will be available to talk at a later point should they wish. Disrupting lecturers or other academic activities is a serious offence and should potentially result in the University authorities becoming involved. Care must be taken that campaigning inside or outside the lecture theatre does not create a distraction for those engaged in academic activities.

Lecture addresses on Election Day are NOT allowed.

POSTERS AND BANNERS

Care should be taken to ensure that any images or content will not cause undue offence to the University population, or to a specific grouping within the University. Attention is hereby drawn to the national legislation in the area, including *inter alia* the Equal Status Act (2000), the Employment Equality Act (1998) and the Prohibition of Incitement to Hatred Act (1989).

It is the policy of the University to protect freedom of expression and intellectual enquiry and to ensure that they are exercised in such a way as they do not interfere with the rights of others or breach the laws of the state.

Breaches of good standards in this area may be considered under the discipline code.

Posters:

- The name of the sponsoring candidate must be clearly displayed on any poster.
- Posters may only be displayed on designated notice boards throughout the buildings.
- Posters must not be hung on walls, on doors, on glass, in lecture theatres or from ceilings.
- Posters may not be attached to lampposts or the external fabric of the buildings
- Blanket coverage of noticeboards by posters for any candidate will not be allowed. Posters for any one event may occupy only one quarter of the space provided on clusters of noticeboards.
- The use of stickers or adhesive material is strictly prohibited.
- The use of freestanding panels or stands for advertising events and the location of these in designated areas must be sanctioned in writing in each instance by Campus Services.

- It is the responsibility of the sponsoring candidate to remove their posters after the close of the polls.
- All posters will be removed by Campus Services on Fridays by 10:00.
- Promotional flyers must be handed directly to recipients; flyers may not be left on desks or seats as a means of distribution.

Banners:

- The name of the sponsoring candidate must be clearly displayed on any banner.
- **Banners must not be larger than 2250mm (H) x 800mm (W).**
- Candidates are not permitted to hang their own banners. Candidates seeking to have their banner hung must contact events@msu.ie and can leave their banner in the MSU Events Office. A member of the MSU Events Team will then hang your banner.
- Banners will only be hung on the Arts Annex.
- Banners will not be attached to lampposts or the external fabric of other buildings on campus
- Banners will be removed by the MSU Events Team after the close of the polls.
- Candidate can collect their banners from the MSU Events Office after the close of the polls.

The University reserves the right to remove posters which infringe these regulations.

Students who breach these regulations are in breach of the university regulations and may be subject to disciplinary action by the University

LITTER

All campaigning must finish by the close of polls on Thursday, 14 March 2024. After this point any leaflets, banners, or manifestos will be considered litter. During the campaign period any leaflets and manifestos left in lecture theatres and public areas, such as the common room, can be considered litter. Areas which have been canvassed by campaign teams should be regularly swept by members of that campaign team to ensure litter does not build up.

For example, areas housed not be blanketed with material in the evenings / night for the next morning / day. Campaigns found to be littering will incur the same fines as those explained in the Poster section of this Handbook

SOCIAL MEDIA

Social Media is changing the way we work, offering an on-demand model to interact with the student population. We believe this kind of interaction can help you to engage meaningfully with our membership. And it's a way for you to take instigate conversations related to the work we are doing at MSU and the things we care about.

Users must always use social media sites in a responsible manner, having due regard to the rights and reputation of MSU, Maynooth University and of others. Users are required to comply with the following rules:

- Do not post material that could reasonably be deemed threatening, harassing, illegal, obscene, or defamatory towards any individual or entity.
- Do not post information which is confidential and/or proprietary to MSU or Maynooth University. Users should not post confidential or proprietary information about Maynooth University, its students, employees, or alumni. Care should be taken to use good ethical judgment and to ensure that all MSU and University privacy and confidentiality policies are adhered to.
- Do not use pseudonyms or seek to impersonate any other person.
- Do not promote or advertise a commercial product or solicit business or membership or financial or other support in any business, group, or organisation except those which are officially approved by MSU or the University
- Do not respond to, repost, or comment upon material that could reasonably be deemed threatening, harassing, illegal, obscene, or defamatory towards any individual or entity. Remove this material where possible and report where necessary

Failure to abide by the above may lead to sanctions being imposed by the Returning Officer.

By practicing the following '3 Rules of Engagement' you will be ensuring that your social media engagements are considered and of value to you.

Rule One: Represent.

- Remember, if you're online, you're on the record—everything on the Internet is public and searchable. And what you write is ultimately your responsibility. Never forget that you were elected by the students that you represent. Represent them faithfully.
- Be Transparent: What you say on social media directly reflects on MSU as an organisation.
- Add Value: Make sure your posts really add to the conversation. In general; you don't post because you want to say something, you post because you have something to say.

Rule Two: Respect.

- Your honesty—or dishonesty—will be quickly noticed in the social media environment. Please represent students ethically and with integrity. Respect is earned.
- Play Nice: Be responsible; no trolling, troll baiting or flaming anybody.
- Think Before you Post: There's really no such thing as 'delete' on the Internet, so please- think before you post. If in doubt, get a second pair of eyes to look over what you plan to post.
- Respect your Audience: MSU's membership encompasses people from many backgrounds and ethnicities. Don't use ethnic slurs, personal insults, obscenity or engage in, or promote, any conduct that would not be acceptable in MSU's community.

Rule Three: Reflect.

- Social media works best when there are real people, with genuine intentions and quality content, behind every profile, tweet, and tag.
- Be Accurate: Any messages that act as the 'voice' of MSU must be accurate. If you are responding to someone about a political issue, check in with the President. If it's a casework or business-related issue, then check in with the relevant elected officer or staff member.
- Do Not Feed the Trolls: Fight the urge to immediately respond to an offensive or negative post. There's no winner in that game. Instead, invite the poster to email you directly or contact MSU to set-up a meeting.
- If you #@!% up? If you make a mistake, admit it. Be upfront and be quick with your correction. If it's a real doozy, please contact returning.officers@msu.ie as soon as possible so we can help support.

3. STUDENT UNION NEUTRALITY

MSU remains completely impartial during elections. Any attempt to alter to breach this stance will result in action being taken by the Returning Officer.

During your campaign, you may not use any MSU facilities that are available to you by virtue of your position within the Union, or as an elected official of a club or society.

You also may not approach current members of the Board of Trustees or Returning Officer Team for help with your campaign. These people must maintain impartiality and any attempt to change that is a serious offence, punishable by up to disqualification as a candidate.

The following is a non-exhaustive list:

- The Maynooth Students' Union (MSU) Executive Committee,
- The MSU Board of Trustees,
- MSU or Maynooth University Staff,
- Any company or business
- Any commercial or political organisations.

If you are unsure about who can and can't endorse you please get in contact by emailing the Returning Officer (returning.officers@msu.ie)

This means that no individual(s) belonging to these groups may appear in your video. They are also not permitted to campaign for or wear the publicity of a candidate in the MSU Elections whilst carrying out the duties for which they are employed.

It is forbidden for members of the MSU Executive to use their position to further the campaign of any candidate. While members of the MSU Executive are free to give help and advice they may not, for

example, say, "I, John Smith, President of the MSU, support this candidate's campaign". The one and only exception to this rule is when a current member of the MSU Executive is running for election.

This particularly addresses those who are incumbent or those who are part-time officers or work with the SU or the college but not within a SU position.

Examples of this: If you work in any premises on campus, when you are working you may not wear any clothing or other that advertises your campaign – which would be an abuse of your position. This will be enforced with the use of the strike system.

It has been precedent for incumbent officers to take leave from their current positions – if you do not wish to do this your actions in office will be highly regulated. We respect that you may still have a job to do, but you may not abuse this position of privilege.

5. BREACHES OF ELECTORAL REGULATIONS

The provisions governing elections are outlined in Article 14 and Schedule 23 of the MSU Constitution and the regulations contained in this Handbook. A copy of the MSU Constitution is available on the MSU website.

These rules are supplemented by this handbook.

Incident	Action
1st Breach	Verbal Warning from Returning Officer
2nd Breach	Written Warning from Returning Officer
3rd Breach	Final Written Warning from Returning

After the final written warning has been issued the matter will be forwarded to the Election Appeals Committee for a ruling.

At the discretion of the Returning Officer, the Returning Officer may decide that the nature of the infraction warrants that the warning given skip verbal and go straight to written.

During any election, candidates must not breach University regulations or the law.

6. BALLOT PAPERS

1. BALLOT PAPER FORMAT

In all elections to the Executive and the Student Senate where there are one or more nominations, ballot papers shall include as an option the statement "Re-open Nominations". For counting votes, the "Re-open Nominations" option shall be treated as a candidate. If the "Re-open Nominations" candidate is elected, the Returning Officers shall declare the position unfilled and hold a by-election and the procedures set out in Article 14.4.9 and Article 14.4.10 of this Constitution shall be followed.

Ballot papers will show candidates own names, with surname and the first name. (Eg Mr John Smith would appear on the ballot as Smith, John). A photograph of the candidate's face will also appear opposite their name. Instructions to voters will also be shown on the ballot paper.

2. CANDIDATES' NAMES ON BALLOT PAPERS

A candidate's surname and one given name will appear on the ballot paper. The surname will appear as it is on the electoral register.

The given name can be:

- any one of the candidate's given names (as registered)
- a commonly accepted variation of the name (including an abbreviation or truncation of that name or an alternative form of that name, for example, Tom for Thomas, Jack for John, Peggy for Margaret)
- a commonly used other name specific to the candidate by which the candidate is usually identified. In this case the Returning Officer must be satisfied that the candidate is usually identified by the proposed name
- an initial standing for any of the candidate's registered given names can also be used.

No titles, for example Dr, are permitted.

3. WITHDRAW CANDIDACY

If you wish to withdraw your candidacy and not have your name (and picture) appear on the ballot paper you must inform the Returning Officers (returning.officers@msu.ie) by **1 PM on Friday, 8 March 2024**.

7. THE POLL

The poll will take place on Wednesday, 13 March 2024 and Thursday, 14 March 2024 between the hours of 8 PM and 8 PM each day.

8. COUNTING THE VOTES

The count will commence on or about **8:15 PM on Thursday, 14 March 2024** with the results being released as soon as is practical once the count concludes.

9. ELECTION COMPLAINTS

Democratic election processes include systems for the resolution of complaints.

WHO CAN MAKE AN ELECTION COMPLAINT?

Any ordinary member of the Union who believes that there was an irregularity of any kind regarding the conduct of an election can submit a complaint in writing by emailing returning.officers@msu.ie.

WHAT DETAILS NEED TO BE PROVIDED IN THE ELECTION COMPLAINT?

A complaint made to the Returning Officers must contain:

- all the details relevant to the complaint
- the contact information of one person willing to speak in support of the complaint

This complaint must be lodged within a three-day period from the declaration of the results of the election.

CONSIDERATION OF THE ELECTION COMPLAINT

On receipt of a complaint, the Returning Officers will forward the submitted complaints to the Election Appeals Committee for consideration.

The Election Appeals Committee has the right to summon the person detailed in the complaint and any other person to assist in their ruling.

APPEAL

The ruling of the Election Appeals Committee may be further appealed to the Board of Trustees, whose decision shall be final.

10. REIMBURSEMENT OF ELECTION EXPENSES

WHO IS ELIGIBLE FOR REIMBURSEMENT OF ELECTION EXPENSES?

To be eligible for any reimbursement, a candidate must have a vote tally of at least 20% of the quota for the position and they provide actual election expenses vouched with receipts.

WHAT IS THE MINIMUM AMOUNT OF THE REIMBURSEMENT?

The reimbursable election expenses cannot exceed the limit on election expenses set by the Electoral Commission. Moreover, the reimbursement cannot exceed the amount of the debts arising from the candidate's election expenses.

The election expense limits are as follows:

Representative Body	Type	One Candidate	More than One Candidate
MSU Executive	Full Time	€100	€200
MSU Executive	Part Time	€50	€100
MSU Student Senate	Part Time	€20	€40

Any fines that you incur over the election period will be subtracted from your reimbursement.

HOW IS THE REIMBURSEMENT MADE?

To claim your reimbursement, you must complete and submit the Reimbursement of Election Expenses Form along with receipts for valid election expenses. The Reimbursement of Election Expenses Form and receipts can be emailed to returning.officers@msu.ie.

The latest time for receiving a Reimbursement of Election Expenses Form and receipts is **1 PM on Friday, 29 March 2024**. No reimbursement of election expenses form will be accepted after the aforementioned date and time.

HOW IS THE REIMBURSEMENT MADE?

The reimbursement of election expenses is made by electronic funds transfer to a bank account nominated by the official representative.

11. CHANGES TO THIS HANDBOOK

Due to the nature of elections, the Returning Officers may need to make changes to the Candidates Handbook from time to time. You will be informed of any changes.

12. DECLARATION OF UNDERSTANDING

Each candidate must sign this declaration of understanding in the presence of the Returning Officer.

By signing this declaration, you are acknowledging all the information contained within. You as the candidate are fully aware of the rules and regulations set forth and understand the penalties for any breach you or your campaign team might incur.

DECLARATION OF UNDERSTANDING

I _____ (Candidate) acknowledge and understand the regulations of the election procedure set forth in this handbook. I understand the obligations that I must adhere to and I am fully aware of the penalties involved in such breaches of policy or rules that I individually or my campaign team might incur.

SIGNED FOR AND ON BEHALF OF CANDIDATE

[Signature]

[Print Name]

[Date]

SIGNED FOR AND ON BEHALF OF RETURNING OFFICERS:

[Signature]

1. APPENDICES

Appendix A – Key Dates for the MSU Executive (General) Election | March 2024

Appendix B – Key Dates for the MSU Student Senate (General) Election | March 2024

Appendix C – MSU Executive Positions Available | March 2024 (General) Election

Appendix D – MSU Executive Position Job Descriptions | March 2024 (General) Election

Appendix E – MSU Student Senate Positions Available | March 2024 (General) Election

Appendix F – MSU Student Senate Position Job Descriptions | March 2024 (General) Election

Appendix G – Additional Contact Details

A. APPENDIX A – KEY DATES FOR THE MSU EXECUTIVE (GENERAL) ELECTION | MARCH 2024

Key Dates for the MSU Executive (General) Election | March 2024

Date	Action
Monday, 19 February 2024	Notice of Elections
Tuesday, 20 February 2024	Nominations OPEN (09.00AM) Nominations Day 1
Wednesday, 21 February 2024	Nominations Day 2
Thursday, 22 February 2024	Nominations Day 3
Friday, 23 February 2024	Nominations Day 4
Monday, 26 February 2024	Nominations Day 5
Tuesday, 27 February 2024	Nominations Day 6
Wednesday, 28 February 2024	Nominations Day 7
Thursday, 29 February 2024	Nominations CLOSE (11.59 AM)
Friday, 1 March 2024	Verification of Nominations Day
Monday, 4 March 2024	Campaigning Day 1 (9 AM)
Tuesday, 5 March 2024	Campaigning Day 2
Wednesday, 6 March 2024	Campaigning Day 3
Thursday, 7 March 2024	Campaigning Day 4
Friday, 8 March 2024	Campaigning Day 5
Monday, 11 March 2024	Campaigning Day 6
Tuesday, 12 March 2024	Campaigning Day 7
Wednesday, 13 March 2024	Polling Day (8 AM – 8 PM)
Thursday, 14 March 2024	Polling Day (8 AM – 8 PM) Count/Results (TBC)
Friday, 29 March 2024	Reimbursement of Election Expenses Deadline (1 PM)

B. APPENDIX B – KEY DATERS FOR THE MSU STUDENT SENATE (GENERAL) ELECTION | MARCH 2024

Key Dates for the MSU Student Senate (General) Election | March 2024

Date	Action
Monday, 19 February 2024	Notice of Elections
Tuesday, 20 February 2024	Nominations OPEN (09.00AM) Nominations Day 1
Wednesday, 21 February 2024	Nominations Day 2
Thursday, 22 February 2024	Nominations Day 3
Friday, 23 February 2024	Nominations Day 4
Monday, 26 February 2024	Nominations Day 5
Tuesday, 27 February 2024	Nominations Day 6
Wednesday, 28 February 2024	Nominations Day 7
Thursday, 29 February 2024	Nominations CLOSE (11.59 AM)
Friday, 1 March 2024	Verification of Nominations Day
Monday, 4 March 2024	Campaigning Day 1 (9 AM)
Tuesday, 5 March 2024	Campaigning Day 2
Wednesday, 6 March 2024	Campaigning Day 3
Thursday, 7 March 2024	Campaigning Day 4
Friday, 8 March 2024	Campaigning Day 5
Monday, 11 March 2024	Campaigning Day 6
Tuesday, 12 March 2024	Campaigning Day 7
Wednesday, 13 March 2024	Polling Day (8 AM – 8 PM)
Thursday, 14 March 2024	Polling Day (8 AM – 8 PM) Count/Results (TBC)
Friday, 29 March 2024	Reimbursement of Election Expenses Deadline (1 PM)

C. APPENDIX C – MSU EXECUTIVE POSITIONS AVAILABLE | MARCH 2024 (GENERAL) ELECTION

MSU Executive Positions Available | March 2023 (General) Election

Date	No of Seats	Action
MSU President	1	Full Time Officer Paid
VP Academic Affairs	1	Full Time Officer Paid
VP Welfare & Equality	1	Full Time Officer Paid
VP Student Life	1	Full Time Officer Paid
Arts, Celtic Studies & Philosophy Faculty Convenor	1	Part Time Officer Unpaid
Social Sciences Faculty Convenor	1	Part Time Officer Unpaid
Science and Engineering Faculty Convenor	1	Part Time Officer Unpaid
Oifigeach na Gaeilge	1	Part Time Officer Unpaid
Postgraduate Representative	1	Part Time Officer Unpaid
Doctoral Postgraduate Representative	1	Part Time Officer Unpaid
Postgraduate Representative	1	Part Time Officer Unpaid
Equality Officer	1	Part Time Officer Unpaid
Environmental Officer	1	Part Time Officer Unpaid

D. APPENDIX D – MSU EXECUTIVE POSITION JOB DESCRIPTIONS | MARCH 2023 (GENERAL) ELECTION

MSU PRESIDENT

- The President shall be the CEO, First Officer & Chief Spokesperson of the Union and shall be ultimately responsible for the administration of the Union. All staff of the Union shall ultimately be responsible to the President.
- They shall exercise and perform the powers and functions conferred on the President by this Constitution and any additional functions, duties or responsibilities conferred by the Student Senate.
- In conjunction with the finance function of the Union they shall be responsible for preparing a master budget for the Union for approval by the Board of Trustees and ensuring strict adherence to that budget.
- They shall be responsible for the strategic development and overall direction of the Union.
- They shall be ultimately responsible for the financial affairs of the Union and establish regulations for the financial administration of the Union.
- They shall be ultimately responsible for the provision of entertainments for members of the Union
- They shall be *ex officio* chair of all meetings of the Union, except where otherwise explicitly stated in the Constitution but may delegate any of these positions to another officer.
- They shall have plenary powers between meetings of the Executive to fulfil the aims and objectives of the Union, but shall be responsible to the Executive and the Student Senate for these actions.
- They shall have the right of attendance and address at all meetings established within the terms of this Constitution.
- They shall be, *ex officio*, a member of the University's Governing Authority and Academic Council
- They shall endeavour to sit on relevant committees and sub-committees of the University.
- The President shall maintain a record of all boards, committees and other bodies within the University, and the Union representation at each.
- They shall be responsible for leading all national campaigns on behalf of the Union.
- They shall be ultimately responsible for all Union publications.
- They shall nominate one of the sabbatical officers to deputise and specify the order of succession amongst the Vice Presidents.
- They shall maintain a record of all boards, committees and other bodies within the University, and the Union representation at each. They shall ensure that this record is included in any crossover document compiled for the training and reference of their successor.

- They shall ensure that full crossover training is provided for all incoming officers of the Union and shall be ultimately responsible for ensuring that each sabbatical officer provides a cross-over manual and abides by HR policies implemented by the Union.
- They shall ensure that all Executive members produce and publish officer reports six times per year and at least three times per semester.
- They shall liaise between the Executive and the Board of Trustees between meetings of the Board of Trustees.
- For the time that the Union is a member organisation of the Union of Students in Ireland, the President shall be the principal delegate and spokesperson to the National Council and Annual Congress of the Union of Students in Ireland.

VP Academic Affairs

- The Vice President Academic Affairs shall be responsible for dealing with issues of academic interest and general academic advancement of the student body of the University.
- Be responsible for dealing with all academic-related casework by:
 - Acting as a point of peer-provided guidance
 - Acting as a listening & referral service
- They shall be responsible for updating members on changes in the education system or changes within the educational structure of the University which are relevant to students.
- They shall be responsible for developing and enacting all Union educational policies and campaigns.
- They shall be responsible for the maintenance of an effective Student Academic Representative system, Academic Assembly, and Faculty Assemblies, to include co-ordination of training and development for Academic Representatives.
- They shall endeavour to attend all meetings of committees of which they are member and to coordinate and maximise student representation on other appropriate academic structures.
- They shall endeavour to represent the needs of students by campaigning at both local and national level.
- For the time that the Union is a member organisation of the Union of Students in Ireland, the Vice President Academic Affairs shall be a delegate to the National Council and Annual Congress of the Union of Students in Ireland.

VP WELFARE & EQUALITY

- The Vice President Welfare & Equality shall be responsible for issues that relate to student welfare, equality, and other issues of social significance.
- Be responsible for dealing with all welfare-related casework by:

- Acting as a point of peer-provided guidance
- Acting as a listening & referral service
- Ensure the dignity and defend of the rights of the membership of the Union and within the University.
- Be responsible for the planning and implementation of at least three welfare campaigns and two equality campaigns per year.
- Ensure that there are procedures in place, which are adhered to, for members discriminated against on grounds of gender, marital status, family status, sexual orientation, religion, political belief, age, nationality, disability, race or membership of the Traveller community.
- Consult, in strict confidence with members in the event of discrimination by any member of the Union or University, and shall represent individuals when requested to the relevant body or authority.
- Be responsible for formulating and having enacted the Union's welfare and equality policies and procedures.
- They shall endeavour to attend all meetings of committees of which they are member and shall use those committees to represent the best interests of students.
- They shall endeavour to work with the University to ensure effective health promotion.
- They shall endeavour to represent the needs of students by campaigning at both local and national level.
- They shall undertake a programme of relevant training and shall complete a programme of such training in advance of the commencement of the first semester.
- For the time that the Union is a member organisation of the Union of Students in Ireland, the Vice President Welfare & Equality shall be a delegate to the National Council and Annual Congress of the Union of Students in Ireland.

VP STUDENT LIFE

- The Vice President Student Life shall ensure that all Clubs and Societies produce a capitation application, a full list of assets and semester audits.
- Be responsible for training and development of members of Clubs and Societies Executive committees.
- Maintain a full and up-to-date list of all Clubs and Societies and their contact information.
- Communicate all relevant matters from the Union to the Clubs and Societies and from Clubs and Societies to the Union.
- Aid and advise Clubs and Societies on the organisation of events and other activities.

- Promote Clubs and Societies participation and activities throughout the University.
- Create a Clubs and Societies handbook available to all Clubs and Societies at the beginning of each Academic year.
- Sit on all committees relevant to Student Life and Engagement at both Union and University level.
- Ensure the Unions involvement in the management and running of relevant campus-wide events relating to student life
- Liaise with the Executive on matters relating to the advertisement and promotion of Union activities and entertainments
- Responsible, in conjunction with the Entertainments Committee, for the promotion of all Union activities and entertainments
- They shall assist the Faculty Convenors and Student Academic Representatives in the organisation of the entertainments for their constituencies.
- Find suitable charitable candidates and through a vote of MSU Student Senate determine the Annual MSU Charity.
- Act as a spokesperson for the Union on matters regarding the development of student entrepreneurship and volunteering.
- Be responsible for all Union fundraising towards charitable purposes and goals, and shall arrange one major event for this purpose in each semester.
- For the time that the Union is a member organisation of the Union of Students in Ireland, the Vice President Student Life shall be a delegate to the National Council and Annual Congress of the Union of Students in Ireland.

VP ARTS, CELTIC STUDIES, & PHILOSOPHY FACULTY CONVENOR / SOCIAL SCIENCES FACULTY CONVENOR / SCIENCE & ENGINEERING FACULTY CONVENOR

- The Faculty Convenors shall be the primary means of communications between the students and student academic representatives in their faculty and the Executive. In particular the Faculty Convenors shall be responsible for raising awareness of issues specific to their respective faculties in all appropriate fora including the Student Senate and Executive meetings.
- They shall be responsible for the distribution of information and for the implementation of the campaigns of the Union within their faculties.
- Recognising the non-sabbatical nature of the Faculty Convenor positions, the sabbatical officers and the Union generally shall endeavour to provide support to the Faculty Convenors in the discharge of their roles.
- They shall be responsible for the recruitment of Student Academic Representatives within their own faculty.
- They shall be responsible for organising the election of the Student Academic Representatives for the constituencies within their faculties.

- Each Faculty Convenor shall arrange for a Faculty Assembly meetings to occur in their respective faculties normally six times per academic year, normally with three meetings per semester.
- The Faculty Convenor shall be the Chairperson of their respective Faculty Assemblies.
- A deputy chairperson and Secretary shall be elected from the Faculty Assembly at the first meeting of the year.
- They shall, where practicable, undergo training during the summer months as organised by the Union.

OIFIGEACH NA GAELIGE

- The Oifigeach na Gaeilge (Irish Language Officer) shall promote the use of the Irish language within the Union and to foster the development of a bi-lingual culture within the University.
- Represent the interests of relevant Irish linguistic and cultural groups to the Executive and in the University at various University committees as appropriate, including Coiste na Gaeilge.
- In conjunction with the Vice President Student Life and relevant student groups organise and co-ordinate cultural activities including, but not limited to, Seachtain na Gaeilge.
- Be responsible for the promotion of the Irish language in the Union, through social and other activities, including but not limited to Seachtain na Gaeilge.
- Be responsible for maintaining good relations with societies promoting the Irish language within the University.
- Liaise with the University and residents of campus accommodation in Irish language schemes
- Strive to have bi-lingual signage displayed across the campus.

POSTGRADUATE REPRESENTATIVE

- The Postgraduate Representative shall be responsible for dealing with issues relating to the education, welfare and student experience of postgraduate members of the Union.
- They shall endeavour to attend all meetings of committees of which they are a member, and to coordinate and maximise student representation on other appropriate academic structures.
- They shall assist the Vice President Welfare & Equality and Vice President Education with such duties of those officers as relate to postgraduate students.
- They shall be responsible, along with the Vice President Education and relevant Faculty Convenor, for the recruitment of postgraduate Student Academic Representatives.
- They shall convene a meeting of postgraduate Student Academic Representatives at least one per semester.

- They shall, insofar as may be practical, endeavour to make themselves known to postgraduate members of the Union
- They shall be responsible for informing and encouraging the career development of all members of the Union and shall:
 - liaise with the University careers office on an ongoing basis;
 - provide information on graduate employment opportunities and postgraduate studies; and
 - encourage student engagement with relevant careers and education fairs.
- They shall be liaise with the Executive on matters relating to postgraduate members of the Union.
- They shall be responsible for ensuring effective communication between the Union and postgraduate members of the Union.
- They shall aim to ensure that postgraduate members of the Union are aware of their responsibilities in relation to University procedures.
- They shall run at least two events for postgraduate students each semester
- They shall take a leading role in all national campaigns with a particular relevance to postgraduate members of the Union
- Postgraduate Representative shall be ex officio members of the Governing Authority, Academic Council, and Postgraduate Feedback Council.

DOCTORAL POSTGRADUATE REPRESENTATIVE

- The Doctoral Postgraduate Representative shall be responsible for dealing with issues relating to the education, welfare and student experience of doctoral postgraduate members of the Union.
- They shall endeavour to attend all meetings of committees of which they are a member, and to coordinate and maximise student representation on other appropriate academic structures.
- They shall assist the Vice President Welfare & Equality and Vice President Education with such duties of those officers as relate to doctoral postgraduate students.
- They shall, insofar as may be practical, endeavour to make themselves known to doctoral postgraduate members of the Union
- They shall be responsible for informing and encouraging the career development of all members of the Union and shall:
 - liaise with the University careers office on an ongoing basis;
 - provide information on graduate employment opportunities and postgraduate studies; and
 - encourage student engagement with relevant careers and education fairs.

- They shall be liaise with the Executive on matters relating to doctoral postgraduate members of the Union.
- They shall be responsible for ensuring effective communication between the Union and doctoral postgraduate members of the Union.
- They shall aim to ensure that doctoral postgraduate members of the Union are aware of their responsibilities in relation to University procedures.
- They shall run at least one event for doctoral postgraduate students each semester
- They shall take a leading role in all national campaigns with a particular relevance to doctoral postgraduate members of the Union
- The Doctoral Postgraduate Representative shall be an ex officio member of the Academic Council and Postgraduate Feedback Council.

Equality Officer

- The Equality Officer shall function in a supportive and supplementary role for the campaigns, objectives, and other issues of social significance alongside the VP Welfare and Equality. In particular, the Equality Officer shall be responsible for providing updates on matters focused on:
 - The experience of students and staff concerning welfare-related casework.
 - Equality-pertinent matters and issues of social significance at both a national and local level.
 - They shall endeavor to attend all meetings of committees of which they are a member and shall use those committees to accomplish equality-related objectives.
 - They shall liaise with the Executive on issues of social significance and matters related to equality at both a national and local level.
 - They shall run at least two events to facilitate and promote greater diversity, equality, and inclusion each semester.
 - They shall be responsible, alongside the Vice President for Welfare and Equality, for assisting constituents and the student body in determining what actions to take when out-facing issues of discrimination or injustice.

Environmental Officer

- The Environmental Officer shall ensure the application of an intersectional sustainability/environmental agenda throughout the activities of the Union
- The Environmental Officer has the following competencies that shall be performed in consultation with the President:
 - Strive to support fellow officers in applying intersectional environmentalism to their area of activity.
 - Oversee and ensure communication between relevant groups on-campus including but not limited to the Maynooth Green Campus Committee.

- The organisation of a sustainability task force in collaboration with other groups across campus.
- Ensure that the Union's focus is on intersectional systemic change over individual accountability through the promotion of campaigns and political action.
- Should receive training, particularly in intersectional environmentalism.

E. APPENDIX E – MSU STUDENT SENATE POSITIONS AVAILABLE | MARCH 2024 (GENERAL) ELECTION

MSU Student Senate Positions Available | March 2024 (General) Election

Date	No of Seats	Action
Taught Postgraduate Senator	2	0
Research Postgraduate Senator	2	0
Accommodation Senator	1	0
Active Citizenship Senator	1	0
Campus Life Senator	1	0
Charity Senator	1	0
Clubs Senator	1	0
Community Senator	1	0
Commuter Senator	1	0
DARE Senator	1	0
Ethnic Diversity Senator	1	0
Environmental Sustainability Senator	1	0
Frobel Senator	1	0
Gender Equality Senator	1	0
HEAR Senator	1	0
International Student Senator	1	0
LGBTQ+ Senator	1	0
Mature Student Senator	1	0
Mincéir Senator	1	0
Parents & Carers Senator	1	0
Part-Time Course Senator	1	0
Societies Senator	1	0
St Patrick's Pontifical University Senator	1	0
Study Abroad & Erasmus + Senator	1	0
Independent Senator	4	0

F. APPENDIX F – MSU STUDENT SENATE POSITION JOB DESCRIPTIONS | MARCH 2024 (GENERAL) ELECTION

The fundamental duties and functions of the members of the Student Senate, with the exception of the ex officio members, are to:

- Make themselves known to their constituents
- Actively participate in the Student Senate or, if unable to do so, forward apologies by email to the Secretary of the Student Senate.
- Bring their experience to propose and influence mandates and policy,
- Take an active role in the formation of Union policy in the interests of their constituents.
- Hold the officers to account and through the Student Senate
- Attend meetings of committees of which they are members and use those committees to represent the best interests of students in accordance with Union policy and the views of their constituents.
- Consult the President or relevant Officer before making any representation or publishing any publication.
- Assist in the distribution of Union publications to their constituencies.
- Regularly inform their constituents of any initiatives or campaigns being undertaken by the Union.
- Hold the Executive to account at meetings of the Student Senate

All of the members of the Student Senate are obliged to act in accordance with policies or mandates enacted by a policy referendum, the Student Senate, or the Executive, subject to this Constitution and the law.

ACCOMMODATION SENATOR

- The Accommodation Senator shall be to assist the Vice President Welfare & Equality and the Vice President Student Life:
 - Representing and addressing the rights and issues faced by students renting on campus and off campus accommodation
- Liaising with the University Accommodation / Residences Office to support members of the Union in their engagement in the Union and University, organising events for such students
- Encouraging the involvement of students living off campus accommodation in all aspects of Union activity
 - Advertising the services of the Union to their constituents
 - Liaising with relevant societies, including by collaborating on events

ACTIVE CITIZENSHIP SENATOR

- The Active Citizenship Senator shall be to assist all officers of the Union in:
 - Ensuring the Union's involvement in the management and running of relevant campus-wide events relating to the promotion and encouragement of Active Citizenship.
 - Liaising with the Executive on matters relating to the advertisement and promotion of
 - Union activities and entertainments.
 - Promoting of all Union activities and entertainments.
 - Encouraging the involvement of students in all aspects of Union activity.
 - Advertising the services of the Union to their constituents.
 - Liaising with relevant societies, including by collaborating on events.

CAMPUS LIFE SENATOR

- The Campus Life Senator shall be to assist the Vice President Student Life:
 - Ensuring the Unions involvement in the management and running of relevant campus-wide events relating to student life
 - Liaising with the Executive on matters relating to the advertisement and promotion of Union activities and entertainments
 - Promoting of all Union activities and entertainments
 - Encouraging the involvement of students in all aspects of Union activity
 - Advertising the services of the Union to their constituents
 - Liaising with relevant societies, including by collaborating on events

CHARITY SENATOR

- The Charity Senator shall be to assist the Vice President Student Life:
 - Encouraging members of the Union to engaging in charity activities and initiatives organised by the Union and the University
 - Maintaining good relations with societies promoting charitable work
 - Promoting all Union actives relating to charity fundraising
 - Advertising the charitable services of the Union to constituents
 - Liaising with relevant societies, including by collaborating on events

COMMUNITY SENATOR

- The Community Senator shall be to assist the Vice President Student Life:
 - Encouraging members of the Union to engaging in community activities and initiatives organised by the Union and the University
 - Maintaining good relations with organisation and societies promoting community spirit and values
 - Advertising the services of the Union to constituents
 - Liaising with relevant societies, including by collaborating on events

COMMUTER SENATOR

- The Commuter Senator shall be to assist the Vice President Welfare & Equality and the Vice President Student Life:
 - Representing and addressing the needs of commuting students in relation to education, welfare and student experience
 - Encouraging the involvement of commuting students in all aspects of Union activity
 - Advertising the services of the Union to commuting students
 - Liaising with relevant societies, including by collaborating on events

DARE SENATOR

- The Disability Access Route to Education (DARE) Senator shall work with the Vice President Welfare & Equality:

- Matters pertaining to students with disabilities
- Promoting the integration of students with disabilities into all aspects of the University environment
- Ensuring that all Union events are wheelchair accessible, as far as is practicable
- Maintaining good relations with societies promoting disability rights within the University
- Assisting in the organisation of publicity events to promote disability rights and awareness
- Maintaining a good working relationship with the University with regard to access programmes for students with disabilities
- Advertising the services of the Union to constituents
- Liaising with relevant societies, including by collaborating on events

ETHNIC DIVERSITY SENATOR

- The Ethnic Diversity Senator shall work with the Vice President Welfare & Equality:
 - Raising awareness of the diversity of all students in the Union and University. This diversity includes, inter alia: race, ethnicity, culture and religion
 - Increasing the participation of cultural and ethnic minorities in the Union and university life
 - Advertising the services of the Union to constituents
 - Liaising with relevant societies, including by collaborating on events

FROEBEL SENATOR

- The Froebel Senator shall be to assist all officers of the Union in:
 - Representing and addressing the needs of students of the Froebel Department of Primary and Early Childhood Education of Maynooth University in relation to education, welfare and student experience.
 - Encouraging the involvement of students of the Froebel Department of Primary and Early Childhood Education in all aspects of Union activity.
 - Advertising the services of the Union to students of the Froebel Department of Primary and Early Childhood Education.
 - Liaising with relevant societies, including by collaborating on events.

GENDER EQUALITY SENATOR

- The Gender Equality Senator shall be to assist the Vice President Welfare & Equality:
 - Campaigning and lobbying on gender equality issues
 - Organising events pertaining to gender equality rights issues
 - Encouraging the equal involvement of students of all genders and none in all aspects of Union activity, in particular at the Student Senate and the Executive
 - Lobbying for equality of opportunity and gender equality within the University environment
 - Advertising the services of the Union to constituents
 - Liaising with relevant societies, including by collaborating on events

Environmental Sustainability SENATOR

- The Environmental Sustainability Senator shall be to assist the Vice President Student Life:
 - Promoting environmental awareness and issues within the Union and the University
 - Working with the Union and University to promote engagement in campus environmental projects.
 - Promoting recycling on campus and ensuring such facilities are maintained

- Engaging with counterparts in other students' unions and organisations to campaign on a national level for environmental action
- Advertising the services of the Union to constituents
- Liaising with relevant societies, including by collaborating on events

HEAR SENATOR

- The Higher Education Access Route (HEAR) Senator shall be to assist the Vice President Education and Vice President Welfare & Equality:
 - Representing and addressing the needs of HEAR students in relation to education, welfare and student experience
 - Advertising the services of the Union to constituents
 - Liaising with relevant societies, including by collaborating on events

INTERNATIONAL STUDENT SENATOR

- The International Student Senator shall be to assist the Vice President Education and Vice President Welfare & Equality:
 - The International Student Senator will represent international students. Representing and addressing the needs of international students.
 - Liaising with the international office with matters relating to supporting international students.
 - Integrating international students into the university and the students' union.
 - Advertising the services of the Union to their constituents.
 - Promoting all Union activities and entertainments.
 - Encouraging the involvement of students in all aspects of Union activity.
 - Liaising with relevant societies, including collaborating on events.

LGBT+ SENATOR

- The LGBT+ Senator shall be to assist the Vice President Welfare & Equality:
 - On any matter pertaining to LGBT+ rights and issues
 - Maintaining good relations with the LGBT+ community within the University
 - Organising campaigns in relation to LGBT+ rights and issues
 - Promoting and defending the rights of LGBT+ members of the Union
 - Liaising with relevant societies, including by collaborating on events

MATURE STUDENT SENATOR

- The Mature Student Senator shall be to assist the Vice President Education and Vice President Welfare & Equality:
 - Representing and addressing the needs of mature students in relation to education, welfare and student experience
 - Encouraging the involvement of mature students in all aspects of Union activity
 - Advertising the services of the Union to mature students

- Liaising with relevant societies, including by collaborating on events

MENTAL HEALTH SENATOR

- The Mental Health Senator shall be to assist the Vice President Welfare & Equality:
 - Campaigning and lobbying in relation to mental health issues
 - Promoting positive mental health awareness through event
 - Promoting awareness of issues that may affect the mental health of members of the Union
 - Liaising with relevant societies, including by collaborating on events

MINCÉIR SENATOR

- The Mincéir Senator shall work with the Vice President Welfare & Equality:
 - Raising awareness of issues faced by the Travelling Community in the Union and University.
 - Increasing the participation of Traveller students in the Union and university life.
 - Advertising the services of the Union to constituents.
 - Liaising with relevant societies, including by collaborating on events.
 - Assist in the organisation and running of awareness campaigns relating to Traveller rights and issues.
 - Promoting awareness of issues that may affect the mental health of Traveller members of the union

PARENTS & CARERS SENATOR

- Parents and Carers Senator shall work with the Vice President Welfare & Equality in:
 - Raising awareness of the issues faced by students who are parents or carers in the Union and University.
 - Increasing the participation of parents and carers in the Union and university life.
 - Advertising the services of the Union to constituents.
 - Liaising with relevant societies, including by collaborating on events.

PART-TIME COURSE SENATOR

- The Part-Time Course Senator shall be to assist the Vice President Education and Vice President Welfare & Equality:
 - Representing and addressing the needs of students engaging in part time study in relation to education, welfare and student experience
 - Encouraging the involvement of students engaging in part time study in all aspects of Union activity
 - Advertising the services of the Union to students engaging in part time study
 - Collaborating with the University and any appropriate student societies to help induct and engage students engaging in part time study in all aspects of Union and University life

ST PATRICK'S COLLEGE SENATOR

- The St Patrick's College Senator shall be to assist the Vice President Education and Vice President Welfare & Equality:
 - Representing and addressing the needs of students of St Patrick's College in relation to education, welfare and student experience
 - Encouraging the involvement of students of St Patrick's College in all aspects of Union activity
 - Advertising the services of the Union to students of St Patrick's College
 - Liaising with relevant societies, including by collaborating on events

STUDY ABROAD & ERASMUS+ SENATOR

- The Study Abroad & Erasmus + Senator shall be to assist the Vice President Education and Vice President Welfare & Equality:
 - Fostering the Union's engagement with members of the Union wishing to go on a Student Exchange, members of the Union currently on Student Exchange, and members of the Union who've recently returned from a Student Exchange.
 - Liaising with the University International Office to support members of the Union in their engagements relating to Student Exchange matters.
 - Ensuring that all members of the Union on Student Exchange are made aware of the supports and services provided to them by the Union and the University.
 - Liaising with relevant societies, including by collaborating on events.
 - Promoting greater access to International Mobility for members of the Union.

G. APPENDIX G – ADDITIONAL CONTACT DETAILS

MSU EXECUTIVE OFFICER CONTACT DETAILS

Position	Email	Telephone
MSU President	president@msu.ie	(01) 708 6436 (087) 908 3602
VP Education	education@msu.ie	(01) 708 4712 (087) 278 5204
VP Welfare & Equality	welfare@msu.ie	(01) 708 6808 (087) 630 6433
VP Student Life	studentlife@msu.ie	(01) 708 6249 (087) 957 8923
Arts, Celtic Studies & Philosophy Faculty Convenor	artsrep@msu.ie	-
Social Sciences Faculty Convenor	socialscience@msu.ie	-
Science and Engineering Faculty Convenor	science@msu.ie	-
Oifigeach na Gaeilge	gaeilge@msu.ie	-
Postgraduate Representative	postgradrep@msu.ie	-
Doctoral Postgraduate Representative	doctoralrep@msu.ie	-
Equality Officer	equalityrep@msu.ie	-
Environmental Officer	environmentalrep@msu.ie	-

ADDITIONAL CONTACT DETAILS

MSU Executive & MSU Student Senate Representative Body Contact Details

Representative Body	Email
MSU Executive	executive@msu.ie
MSU Student Senate	student.senate@msu.ie

Additional Support Emails

Name	Position / Roles	Email
Dillon Grace	Director General	dillon.grace@msu.ie 086 874 6967
	Clerk of the MSU Student Senate	
	Secretary to the MSU Board of Trustees	

