



SOUTH EAST TECHNOLOGICAL UNIVERSITY (SETU) CARLOW LAW SOCIETY CONSTITUTION

Amended 2025/2026



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Preamble

We, the members of the Law Society, of South East Technological University (SETU) Carlow, hereby give ourselves this Constitution to ensure that our interests are effectively represented, and that fair and democratic governance is achieved.

For the purposes of this constitution, Law, Business and Law, and Legal Studies students henceforth shall be referred to as 'Law students'.

General Provision

Article 1 – Aims and objectives

1.1 The name of the organisation shall be the SETU Carlow Law Society and shall be hereafter referred to as the 'Society'.

1.2 All students in SETU Carlow are members of the Society after payment and registration.

1.3 The aims and objectives of the Society shall be:

- (a) To represent the interests of its members relating to the Society.
- (b) To provide such social, networking and recreational amenities, as may be possible, from the available resources.
- (c) To act as a channel between its members, and all other organisations, to whom the Society maintains contact with the attainment of these objectives.
- (d) The Society recognizes the supremacy of the SETU Carlow Societies Guild Constitution and the Students Union of SETU Carlow Constitution over this document.

Article 2 – Structure of the Society

2.1 The structure of this Society shall be as follows:

- (a) President
- (b) Chairperson
- (c) Treasurer
- (d) VP for Events
- (e) VP for Marketing
- (f) Secretary General

Article 3 – Elections

3.1 Elections for these positions will be held annually during the month of April.

3.2 The term for these positions shall be one academic year.

3.3 At least a week's notice shall be given of the holding of elections.

3.4 Nominations for the positions shall close no later than five working days in advance of the election

3.5 Refer to Appendix B for the Rules regarding elections

Article 4 – Duties of the Executive Committee

4.1 The President shall:

- (a) Be CEO and Chief Spokesperson for the Society.
- (b) Allocate work to the other elected officers and staff, subject to the provisions of this Constitution.
- (c) Publish and display this Constitution, if asked, so that all members may be aware of its provisions.
- (d) Represent the Society on relevant internal and external bodies.
- (e) Co-ordinate and direct the general activities, policies, staff and officers of the Society.
- (f) Be the Society's representative in meetings with SETU staff, specifically in Programme Board Meetings.
- (g) Approve all events and/or activities before they are scheduled.
- (h) The position of President shall be open to 2nd, 3rd and 4th year, full time, law students only.

4.2 The Chairperson shall:

- (a) Deputise for the President in his/her absence.
- (b) Lead the team in all entertainment deal negotiations.
- (c) Assist the committee with the publication of a potential newsletter.
- (d) Carry out other duties as may be assigned to the Chairperson by the President.
- (e) The position of Chairperson shall be open to 2nd, 3rd and 4th year, full time, law students.

4.3 The Treasurer shall:

- (a) Manage the finances of the Society.
- (b) If funds need to be arranged, the Treasurer shall be the one to collect the monies and shall be responsible for the general spending of the Society.
- (c) Make all committee members aware of the funds raised after each fundraiser.
- (d) Carry out other duties as may be assigned by the President.
- (e) The position of Treasurer shall be open to everyone, from all years and courses.

4.4 The VP for Events shall:

- (a) Provide further education and career information.
- (b) Organise such campaigns with the Executive Committee as are deemed necessary from time to time.
- (c) Present all contracts to the Executive Committee for ratification and to the President for signature on behalf of the Society.
- (d) Be responsible for the booking of all events (refer to articles **4.7** and **4.8**).
- (e) Be responsible for informing and liaising with a member of faculty in regard to all upcoming events.
- (f) Keep all committee members informed on all details (new or old) of events, as they arise.

- (g) Carry out other duties as may be assigned by the President.
- (h) The position of the VP for Events shall be open to everyone, from all years and courses.

4.5 The VP for Marketing shall:

- (a) Monitor and post on all social media platforms.
- (b) Advertise all events, through all available channels.
- (c) Gain sponsorship from law firm(s).
- (d) Gather interest for the Society.
- (e) Carry out other duties as may be assigned by the President.
- (f) The position of the VP for Marketing shall be open to everyone, from all years and courses.

4.6 The secretary General shall:

- (a) Be responsible for taking down the minutes of the General Meetings and the Annual General Meeting.
- (b) Be responsible for taking the attendance of members for all meetings.
- (c) Send out emails to all members informing them of future events or activities, future meeting times, room numbers, and other details that would be required by the general membership.
- (d) Carry out other duties as may be assigned by the President.
- (e) The position of Secretary shall be open to everyone, from all years and courses.

4.7 All committee members must seek approval from the President about every type of event or activity before they are scheduled.

4.8 All large-scale events, i.e. the Law Ball, must be coordinated amongst every committee member and are not allowed to be left to one individual committee member, at any time.

Article 5 – General Meetings

5.1 Accounts for the Society shall be presented at an Annual General Meeting by the Treasurer.

5.2 Prior to all elections, a General Meeting shall take place where all candidates, and / or proponents of a motion will be given an opportunity to address the members of the Society.

5.3 A General Meeting can be called by the President, the Chairperson, or by petition of two thirds of the members.

5.4 The quorum for General Meetings shall be 15 paid members.

5.5 A General Meeting is to be held monthly.

Article 6 – Returning Officers

6.1 The Executive Committee shall appoint a Returning Officer for all elections and referenda.

6.2 The Returning Officer shall not be a current member of the Society but can be a member of the SETU Carlow staff, or a former SETU Carlow Law Society member.

6.3 The Returning Officer shall ensure that the elections are conducted fairly and shall verify the results.

Article 7 – Complaints

7.1 All complaints must be made, in e-mail or written format, to the Secretary General, who will then forward the complaint to all members of the Executive Committee, and will be dealt with in due course, in line with fair procedures.

7.2 Should a problem arise regarding a member of the Executive Committee, a complaint must be made in writing to the President (or Vice President, should the President be the Committee member in doubt.) All serious complaints will be considered by the remainder of the Committee. Continued membership, of the person in question, will be decided on a majority vote of the Committee members remaining.

7.3 A complaint shall only be viewed as serious if the complainant can give proof that at least a third of the Society also feel that the person in doubt is not doing their job correctly. Proof can be in the form of their own individual letters of complaint, or a statement written by the complainant and signed by the other members.

7.4 The Member in question shall be given the chance to defend him/herself against his/her accuser(s) before the remainder of the Committee can come to a decision. If he/she has a valid reason or excuse for their behaviour, that will be taken into account.

Article 8 – Discrimination

8.1 There shall be no discrimination on the grounds of gender, age, sexual orientation, race, physical ability, national origin, or political or religious beliefs.

8.2 There shall be no discrimination on the basis of whether a member of the Law Society is a fulltime or part-time student of SETU Carlow.

8.3 There shall be no discrimination on the basis of which class, or course, a member of the Law Society is attending. All courses are equal.

Article 9 – Constitutional Changes

9.1 This Constitution was amended in the Academic year 2025 / 2026.

9.2 After ratification, changes can only be made to this Constitution by a show of hands of majority.

9.3 The President must ensure that each committee member of the Society receives a copy of this Constitution upon the taking up of his or her position.

9.4 Any document attached to this Constitution is Society policy, and not a part of this Constitution, and may be changed or removed by a majority vote of the membership. Documentation may also be attached to the Constitution by a majority vote.

9.5 In the rare event of a skeleton committee being formed, or in the event of a new Constitution needing to be drawn up, to accommodate drastic necessary changes, this will be allowed once all Committee members agree to the proposed changes.

Article 10 – Breach of the Constitution

10.1 Any minor breach of this Constitution shall be punishable by a verbal warning. A second minor breach shall incur a written warning. Further minor breeches will result in dismissal from the Society.

10.2 Any serious breach of this Constitution shall result in the immediate dismissal of a member from the Society.

10.3 A minor breach is a breach of any one of the above-mentioned Articles and Sub-Articles. A serious breach is a breach of one of the following issues of either Appendix A or B.

10.4 If three minor breaches are made at one time, that will also result in dismissal.

Appendix A – Standing Orders

These Standing Orders provide for the good conduct of certain meetings within the Law Society.

1. Whenever a committee member speaks, he/she shall be heard in silence, and shall not be spoken over.
2. The Chairperson shall have general responsibility for ensuring that discussions are conducted in an orderly fashion and that speakers are not interrupted, except as permitted under these standing orders, and that speakers adhere to the matters under discussion.
3. Every motion or amendment proposed, report given, or announcement or commencement made, shall hereafter be open for discussion. The proposer or introducing speaker shall have the right to reply before a vote is taken on that matter but may not then introduce a fresh subject.
4. If at any one-time discussion has clearly ceased, the Chairperson may inquire whether there is any opposition to the matter. If there is none, the Chairperson shall declare the motion carried.
5. No member may speak more than once on the same matter unless there are no others wishing to speak who have not already spoken, and the meeting has no objection.
6. In the absence of the Chairperson, the president can appoint whoever he/she feels fit to take over the responsibilities of the Chairperson, as stated in the above, at a chosen event or meeting.

Appendix B – Rules for the Law Society Elections

1. Candidates are only allowed a maximum of 3 posters per notice board.
2. Corporate donations or sponsorship towards election campaigns is prohibited.
3. The removal of an opponent's poster, banner, leaflet, etc., once already affixed to a notice board, wall or other surface is prohibited.
4. Posters are not to be hung, nor are fliers to be distributed, outside of the College campus.
5. Any poster displayed within the college must be removed and disposed of correctly within a week of the election.
6. Candidates must take appropriate measures to ensure that their campaign material is not creating litter on the campus.
7. Candidates are prohibited from using Society resources to help their election campaign. Posters can be printed for free in the Students' Union. Using monies raised during the registration of members or using any other monies belonging to the Society as a whole, to canvas an individual candidate or a group of candidates, will be considered to be a serious breach of this Constitution. That person, or those persons, will be summarily dismissed from the Society.
8. Prior to all elections, a General Meeting shall take place where all candidates, and/or proponents of a motion will be given an opportunity to address the members of the Society.
9. Speech times for the electorate speeches are a maximum of three minutes.
10. Candidates are permitted to photocopy any election-related materials in the Students Union for free.
11. The current Committee shall hold a meeting on the day nominations close to ensure that all nominations are valid and to verify the list of candidates.
12. It will be prohibited to transfer votes received for one person to a second person running for the same position.
13. All objections to the results of an election must be lodged within five working days to the President of the Society.
14. Objections to the conduct of the election or of a particular candidate should be made in writing and addressed to the Chairperson of the current Committee.
15. The current Committee (for elections) shall consist of a former committee member of the Society (if available) and the Returning Officer.
16. If those voting do not wish to vote for either of the candidates running for a specific office, they will have the option of choosing to re-poll.
17. In the event that the society, for one reason or another, had no functioning committee i.e. board members from the previous year, students can unite to form the provisional skeleton committee (following the structure of Article 2) which will then dissolve for the forthcoming year's elections.

This Constitution has been read over and approved by the acting President of the Law Society in the academic year of 2026 / 2027.

Signed,

Julia Kulakowska,

President of the Law Society,

South East Technological University, Carlow