



**Constitution of the University of Limerick
Postgraduate Students' Union**

Cumann na nIarchéimithe Ollscoil Luimnigh Bunreacht

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Preamble

We, the postgraduate students of the University of Limerick (UL), do hereby adopt, enact and give to ourselves this Constitution, revoking all previous Constitutions for the Postgraduate Students' Union of the University of Limerick, and notwithstanding any provisions which shall be made for the Union by the Governing Authority of the University of Limerick.

The Constitution derives its authority from the postgraduate student body of the University of Limerick.

The articles of this constitution may be amended by Referendum or General Meeting

The schedules and appendices of this constitution may be amended by Referendum, General Meeting or by Student Council.

Any member seeking a copy of the Constitution is entitled to one from the President of the Postgraduate Students' Union.

This Constitution shall be published electronically.

Mission Statement

The Union alone shall represent and defend the interests of postgraduate students of the University of Limerick on departmental, faculty, university and other committees and shall be empowered to negotiate on all matters concerning both the employment of postgraduate students and the remuneration for such employment within the University.

Article 1: Name and Status

- 1.1 The name in English is the Postgraduate Students' Union. Is é Cumann na nIarchéimithe an t-ainm as Gaeilge. Therein, for the purpose of this constitution, the Union shall be referred to as 'the PSU'.

Article 2: Aims and Objectives

The PSU:

- 2.1 Will represent postgraduate students (collectively and individually) in all matters relating to the postgraduate experience.
- 2.2 Will provide a means of communication between postgraduate students and the academic community, the University administration and other bodies concerned with postgraduate study.
- 2.3 Will promote the development of a postgraduate 'culture' and community at the University and in both national and international forums.
- 2.4 Will elect or nominate postgraduate students to representative committees, both within

the University and elsewhere, where provision has been made for PSU representatives.

- 2.5 Will promote and actively pursue the betterment of the welfare of its members.
- 2.6 Will promote, encourage and facilitate student Clubs & Societies equally.
- 2.7 Will endeavour to achieve these aims and objectives without discrimination on the grounds of age, sex, race, religion, creed, sexual orientation, disability or medical condition, except that action may be taken to promote equality of opportunity.
- 2.8 Will endeavour to achieve these aims and objectives independent of any political party or religious organisation.
- 2.9 Will be committed to actively advocating on behalf of the precariously employed postgraduate students in UL, particularly when it comes to tutoring and lecture hours.
- 2.10 Will be committed to working with postgraduate bodies outside of UL to formulate a national policy of action on postgraduate issues affecting us all.
- 2.11 Will encourage the setting up of a national representative body that will advocate on behalf of all postgraduate students in Ireland and put in place a policy platform to oppose further cuts to postgraduate funding.

Article 3: Membership

- 3.1 All Postgraduate Students currently registered at the University of Limerick shall be deemed to be full members of the PSU. Members are entitled to the rights as outlined in Schedule I (Membership Rights) of this constitution.
- 3.2 Any person sitting on the Executive shall be a member while he/she holds his/her position on the Executive.

Article 4: Governance of the PSU

- 4.1 The Governance of the PSU shall be based on the democratic principle that every member shall have the fullest opportunity to directly participate in PSU affairs.
- 4.2 Subject to this constitution, the powers of government of the PSU shall be vested in, and exercised by the organs established by this constitution; namely in descending order of authority:
 1. Referendum
 2. General Meeting
 3. PSU Council
 4. PSU Executive
- 4.3 The PSU is committed to transparency at all levels of the decision-making process, and will be releasing minutes and informing the postgraduate community of all decisions taken at PSU meetings.

Article 5: Referendum

- 5.1 A referendum shall be of all members and shall be the supreme authority on all matters relating to the government of the PSU.
- 5.2 A referendum shall be held on any issue, if
1. PSU Council or general meeting decides by a two-thirds majority to call a referendum
- OR
2. A petition of at least 80 students who are members is signed by the individual students.
- 5.3 The Returning Officer shall be responsible for deciding the wording of the question on the referendum ballot paper. The referendum shall be supervised by the Returning Officer. The polling stations shall be open for 28 hours, at least 10 of which shall include a manned polling station on campus.
- 5.4 The rules and regulations for the referendum shall be outlined in Schedule II (Election Regulations) of the constitution and not be in conflict with the aims and objectives of the PSU.
- 5.5 The result of a referendum will take priority over any existing PSU policy on the same issue and the constitution will be amended according to the motion put forward. After all referenda, appendix 1 (Results and Referenda) of this constitution will also be updated with the referendum results.

Article 6: General Meetings

- 6.1 The Annual General Meeting (AGM) of the PSU shall contain members of the population of postgraduate students and the new President of the PSU and where possible the outgoing Executive Committee Members.¹
- 6.2 There shall be general meetings of the PSU, the duties and regulations of which shall be defined by Schedule III (Meeting Regulations) of this constitution and not be in conflict with the aims and objectives of the PSU.
- 6.3 The remit of the AGM is to a clear indication of the state of the PSU to its members. It provides opportunities for discussion on issues brought to the Agenda prior to the meeting. It functions to allow transparency and accountability to members of the PSU on constitutional, representational and financial areas. The function of the AGM is to fulfil these criteria in the following manner:
1. To change the Constitution and adopt amendments proposed by the Postgraduate population
 2. To elect new Executive Officers to posts

¹ Due to the transient nature of postgraduate students, this may not always be possible but should be encouraged where it is possible.

3. To present the Annual Report of the PSU
 4. To present the Financial Reports of the PSU for the year
 5. To adopt the auditors
 6. To address PSU policy regarding the AGM agenda
 7. To approve changes or amendments to the President's Wages
- 6.4 The AGM of the PSU shall take place no later than week 6 of first semester of the Academic year according to Schedule II (Election Regulations) of this constitution.
- 6.5 Special or Emergency General Meetings (EGM) provide a forum to address an issue or issues which have arisen which require a general meeting to facilitate that process. As with the General Meeting the rules of procedure and process apply. However, the criteria for calling a Special EGM differ in so far as:
1. The EGM may be called by the Executive Committee
OR
 2. The PSU Council
OR
 3. Fifty members of the population of the PSU
 - a. If being requested by 50 members of the population, the submission must be made in writing and signed by the 50 members of their own free will, where that submission is directed to the President
 - b. Should the meeting be requested in writing by 50 members to the President, the President must call a Special EGM within 15 days from receiving that request
 - c. Should it be required, by-elections for vacant posts on the Executive Committee or on Council can be sought and subject to the same criteria as laid out in section 6.1.

Article 7: PSU Council

- 7.1 The PSU Council will exist to facilitate democracy and representation in terms of policy-making and transparency.
- 7.2 The PSU Council, hereafter known as Council, shall be the supreme decision-making body of the PSU, except for a decision that is made in a referendum or general meeting. It shall also raise issues that are of concern to its members to the senior management team of the University through the Executive and the President.
- 7.3 Council shall have the power to mandate the Executive.
- 7.4 The structure of the Council shall be no smaller than 8 and no larger than 18 members. Job descriptions for each member are outlined in Schedule IV (Council and Executive Job Descriptions and Terms of Office) :
- PSU Executive Committee (10 members)

- Arts Humanities and Social Sciences Representative
 - Education and Health Sciences Representative
 - Kemmy Business School Representative
 - Science and Engineering Representative
 - PhD Representative
 - International Representative
 - Council members (two in total)
- 7.5 The Executive shall be non-voting members of Council except for the Faculties Officer, who represents his/her own faculty on Council, and the Chairperson's casting vote. All PSU members shall have participant status at Council, but can be asked to leave at the request of the Chairperson. Council may grant Participant or Observer status on any other person as deemed appropriate.
- 7.6 The PSU Council members shall be elected at the AGM in Semester 1.
- 7.7 The PSU Council is responsible for ensuring that the view and opinions of Postgraduate Students are represented to the PSU Officers.
1. The PSU Council shall act as a Forum within which the PSU Executive and Faculty Representatives shall engage in discussion on PSU policy.
 2. The PSU Council shall debate University activities which effect the Postgraduate population.
 3. The PSU Council by including Faculty Representatives, provides the Postgraduate Executive of details on the student experience of postgraduates, which can be represented back to the Faculty boards and fundamentally, the University structures with which they are interacting.
- 7.8 The quorum for PSU Council shall be a simple majority of eligible Council members. Each member has one vote and voting results are based on a simple majority of eligible voting Council members. The Chair of Council shall have the casting vote where necessary.
- 7.9 The PSU Council is required to meet three times in the semester on select dates which are agreed upon the fulfilment of posts required by the PSU Council. The following core meetings are required to take place:
- One in first semester following filling of posts
 - One preceding the conduction of Election for the position of President to the PSU for the coming year
 - One as a final meeting before the end of year
- 7.10 Absence from more than two consecutive meetings in the year without apologies by an eligible member shall be deemed a submission of and automatic acceptance of resignation.
- 7.11 The PSU shall follow the procedures and processes as outlined in Schedule III (Meeting Regulations) of this constitution.

Article 8: Executive

- 8.1 Executive shall consist of the President, Postgraduate Students' Union and nine others:
- Vice-President/Treasurer
 - Events Officer
 - Public Relations Officer
 - Faculties Officer
 - Students' Union Representative
 - Clubs & Societies Representative
 - Mary Immaculate Representative
 - Chair of Council
 - Full-time member of staff in an observing capacity
- 8.2 The management of the PSU is invested in the Executive Committee consisting of the nine members listed above. Management of the Union consists of responsibilities including:
1. Decision Making
 - Reserve functions where long-term policy is prime
 - Executive functions focusing on decisions regarding day-to-day activity of the PSU and the President of the PSU
 - Formulating responses and approaching University policy which affects the PSU's Members (Postgraduate Student Body)
 2. Holding the PSU President to account
 - Ensuring accountability and transparency through debate on policy and actions
 - Ensuring correct responses to issues arising for the PSU
 3. Ongoing financial oversight
 - Continued focus on Budget expenses to be part of Meetings
- 8.3 The Executive Committee must fulfil its function and remit paying heed to this constitution.
- 8.4 The Executive is required to meet a minimum of six times a semester. This does not limit the number of meetings to only six but is a requisite of the Executive's procedural operations.
- 8.5 All members of the Executive Committee are required to attend all Executive Committee Meetings and perform duties as per constitution.
- 8.6 Absence from more than two consecutive meetings without apologies by an Executive officer shall be deemed a submission of and automatic acceptance of resignation.
- 8.7 Quorum for Executive Committee Meetings is 50% of officers.
- 8.8 No Executive Committee Member shall hold a simultaneous position on the Committee.

- 8.9 No person shall hold the same Officer's position for more than two terms.
- 8.10 PSU Officers shall not serve as Officers of other University of Limerick Student Representative bodies unless it is in fulfilment of their role on the PSU Executive.
- 8.11 The position of PSU President is a full-time sabbatical position of the PSU. (The position of Vice-President/Treasurer is a part-time position of the PSU). The President (and Vice-President) shall not be eligible to stand for and serve more than two sabbatical terms of office. The President (and Vice-President) shall be paid an allowance determined by PSU Council and reviewed by general meeting annually. The post holders will not receive any other wage/reimbursement/bonuses/allowance or any possible payment other than the allowance agreed by Council. The PSU President (and Vice-President) positions are elected officers of the PSU and are not employees of the PSU. They will be required to sign and abide by an agreement of office.

Article 9: Class Representatives

- 9.1 All Postgraduate Class Representatives are members of the Class Representative Forum Facilitated by University of Limerick Students' Union (ULSU). The PSU President will address postgraduate issues in this forum.
- 9.2 This body shall be known as the Class Representative Forum, hereafter called 'Class Reps Forum'. Class Reps Forum shall be a forum to open the channel of communication between department reps and the class reps within their respective departments.
- 9.3 Class Reps Forum shall consist of the Vice-President Academic, Student Council Chairperson, department representatives and all class representatives.
- 9.4 Class Representatives shall be directly elected by the members of the union in their constituency as outlined in Schedule V (Representatives) of this constitution.
- 9.5 All Union members shall have participant status at Class Reps Forum but can be asked to leave at the request of the Chairperson. Class Reps Forum may grant Participant or Observer status on any other person as deemed appropriate.
- 9.6 Postgraduate class representatives are welcomed to the training that is provided by the ULSU on agreement with the ULSU.
- 9.7 There will be two class reps forums per semester but at a minimum the forum shall be called at least once per semester by the Vice-President Academic.
- 9.8 Class Reps are bound by the class rep code of conduct which is held by Vice-President Academic and approved by the Student Council.

Article 10: Electoral and Referenda Board

- 10.1 There shall be an Electoral and Referenda Board as outlined in Schedule II (Election Regulations) of this Constitution. The procedure for all elections and referenda shall be determined by the Electoral and Referenda Board.
- 10.2 A representative from the PSU, not involved in the running or organising of any campaign and elected from Council or the Executive will sit as a voting member on the Electoral and Referenda Board representing the PSU.

Article 11: Clubs & Societies

- 11.1 PSU Executive or PSU Council proposals, amendments or decisions relating to the Clubs & Societies organisation, administration or finance must be presented to Clubs & Societies Council. If Clubs & Societies Council disagrees with the proposal, amendment or motion proposed by the PSU Council or Executive the issue shall go to general meeting.
- 11.2 The PSU recognises the autonomy of Clubs & Societies Council in determining Clubs & Societies policy and co-ordination of Clubs & Societies activities, under the auspices of the Union.
- 11.3 Under the new Memorandum of Understanding (MoU) in Schedule VI, there will be a PSU Representative elected from the PSU Executive that sits on the Clubs & Societies Executive and reports to both councils. The PSU Officer, as a member of the Clubs & Societies Executive, will be a full voting member on the Executive. It is then his/her responsibility to ensure PSU Council is consulted.
- 11.4 Under the new MoU in Schedule VI, there will be a Clubs & Societies Representative that sits on the PSU Executive and reports to both councils. The Clubs & Societies Representative, as a member of the PSU Executive, will be a full voting member on the Executive. It is then his/her responsibility to ensure Clubs & Societies Council is consulted.

Clubs & Societies Council

- 11.5 The Clubs & Societies Council shall consist of the Clubs & Societies Executive, and at least one liaison officer from each club and society.
- 11.6 The Clubs & Societies Council shall meet at least three times per semester.
- 11.7 All Clubs & Societies Council Meetings shall be quorate if there is 50% of recognised clubs and societies plus one.
- 11.8 Clubs & Societies Council meetings shall be run in accordance with the procedures and standing orders contained within the Clubs & Societies Rulebook.

Clubs & Societies Executive

- 11.9 Clubs and societies are represented on the Executive by a Clubs Officer and a Societies Officer that is elected by the method defined in Schedule II (Election Regulations) by the clubs or societies delegates.
- 11.10 The PSU President or his/her Executive nominee shall be member on the Clubs & Societies Executive, the rest of the membership of the Clubs & Societies Executive is determined by Clubs & Societies Council and is outlined in the Clubs & Societies Rulebook.
- 11.11 The members of the Clubs & Societies Executive elected by clubs and societies may only be removed by Clubs & Societies Council by the rules outlined in the Clubs & Societies Rulebook.

Allocation of Clubs & Societies Funds

- 11.12 The PSU will distribute two-thirds of the postgraduate student capitation received annually to fund clubs and societies after the wages of the PSU President has been deducted.
- 11.13 This transfer will take place twice annually after the payment of Capitation has been paid by the University. One transfer in November and the second transfer in March.
- 11.14 All recognised clubs and societies shall compete on an equal basis for funds allocated by the Union. All money not claimed by individual clubs and societies shall be reallocated to clubs and societies in the following year's budget.
- 11.15 Recognised clubs and societies shall submit budgets to the Clubs & Societies Development Officer using the established procedures as agreed by the Clubs & Societies Council and outlined in the Clubs & Societies Rulebook.
- 11.16 The Clubs & Societies Executive shall allocate funds to every club and society using the established procedures as agreed by the Clubs & Societies Council and outlined in the Clubs & Societies Rulebook.
- 11.17 A portion of the annual clubs and societies funds shall be retained as the Special Applications Fund. Applications to this fund shall be submitted to the Development Officer, as appropriate, in accordance with the Clubs & Societies Rulebook. Allocations shall be made at the discretion of the Clubs & Societies Executive using the established procedures as agreed by the Clubs & Societies Council.
- 11.18 A portion of the annual clubs and societies funds shall be retained for administration purposes.
- 11.19 The PSU President shall present the annual budget for the following academic year to Clubs & Societies Council during the spring semester.

Article 12: University of Limerick Students' Union

- 12.1 The PSU recognises the University of Limerick Students' Union, hereafter known as 'ULSU', as the representative body for all students in the University. The PSU is recognised by the ULSU as fully autonomous and as the representative body for all postgraduate students in the University on all postgraduate issues.
- 12.2 There should be a PSU Executive Nominee on the Students' Union Executive and Council. A representative of the Union shall be a member of the PSU's Executive and Council. In addition, in accordance with Schedule VI of this constitution, the MoU, a position of participant status for a full-time member of the ULSU senior staff shall be created on the Executive in order to ensure continuity.
- 12.3 The Memorandum of Understanding between the PSU and ULSU is included in Schedule VI of this Constitution. This memorandum describes the working relationship and financial agreement between the PSU and ULSU. Any amendments to the Memorandum of Understanding have to be approved by Student Council, PSU Council and in the case of amendments relating to Clubs & Societies, Article 11 stipulates the amendments needs to be presented to Clubs & Societies Council.
- 12.4 Should the PSU and ULSU come into disrepute, a Commission of Arbitration has been established for the purpose of relieving the situation. The remit of the Commission of Arbitration and its membership is outlined in Schedule VII of this Constitution.

Article 13: Financial Procedures

- 13.1 The PSU requires that there is oversight on all purchases made by the President during the course of his/her term.
- 13.2 The President shall, when required, withdraw monies to the total amount of €500 (five hundred euros) for daily expenses from petty cash.
- 13.3 This withdrawal shall share a dual mandate and be fulfilled by the Vice-President/Treasurer.
- 13.4 In order to ensure continuity and in the case of absence of the Vice-President/Treasurer, the Financial Controller in the Students' Union shall sign as a third signee on the main PSU Forum Students' Account.
- 13.5 Petty cash and cheque expenditure shall be accounted for by the maintenance of budget and expenditure sheets by the President, and the collection of all receipts and invoices.
- 13.6 Budget and Expenditure sheets shall be overseen by the Vice-President/Treasurer of the PSU as per constitutional remit and require monthly assessment and approval.
- 13.7 Purchases shall be agreed through the use of:

- Purchase orders to the value of €30 (thirty euros) or more which are co-signed by the President and the Vice-President/Treasurer or another member of the Executive Committee if the Vice-President/Treasurer is unavailable
 - Through virtual agreement by means of email where there is a need to pursue a purchase, the President may email the Vice-President/Treasurer, and subsequently, the Vice-President Treasurer will sign after the fact. Should this be required both the signed Purchase order and a dated, timed copy of the email containing the purchase order sequence number must be maintained on records for auditing and accountability.
- 13.8 In order to maintain accountability and transparency, all purchases deemed significant in value at the discretion of the Executive, should be subject to agreement by the PSU Executive Committee.
- 13.9 The President of the PSU where possible should ensure that all invoices and expenditure are up to date at the end of each calendar month whereby the Vice-President/Treasurer will meet with the President to sign off on the Budget
- 13.10 When paying by cheque, the President of the PSU is required to have a dual mandate which is served by the Vice-President/Treasurer of the PSU and in the case of the absence of the Vice-President/Treasurer, the financial controller of the ULSU can sign as a third signee.
- 13.11 Due to the nature of the PSU working in close quarters alongside the ULSU, it can happen that joint initiatives are undertaken such as the facilitation of training and skill development exercises. If it is the case that such initiatives occur and the cost is charged as one unit to the ULSU, then the ULSU must charge the PSU for its element of the cost depending on the number of members involved, and invoice as such.
- 13.12 It is expected that at all times completed receipts and invoices will be available for scrutiny at the discretion of the Executive Committee, and that where possible invoices will be sought for services procured.
- 13.13 It is the responsibility of the President and the Vice-President/Treasurer to ensure that the end-of-year accounts are subject to external scrutiny. Therefore, an external accountant must be utilised to prepare the accounts for presentation at the AGM of the succeeding year.
- 13.14 The President should provide the external accountant with all relevant financial materials before the financial year end of May 31.
- 13.15 Those with a key role and oversight in the PSU finances are:
- President, PSU
 - Vice-President/Treasurer, PSU
 - Executive Committee Members
 - External Accountant

13.16 At the end of the financial year, the PSU audited accounts must be present to and passed by the following:

- i. PSU AGM
- ii. PSU Council
- iii. C&S Council

13.17 Additionally, audited accounts must be presented to the ULSU Council.

Article 14: Minutes

14.1 At all meetings of the PSU, minutes shall be taken which shall be circulated and any necessary corrections made, at the next appropriate meeting. Confirmed minutes shall be filed and made available to all students. From the meeting documentation, an Executive and Council summary report will be compiled by the secretariat and made available on the PSU website at the end of the academic year.

14.2 A copy of the constitution, including any amendments, a copy of the annual report and any plans for the PSU's activities, including the budget, shall be made available to all students at the start of each academic year.

14.3 All meeting materials of the PSU meeting shall be considered open to all members of the PSU. However, the members of the meeting may vote to hold a specific meeting or an item of a meeting as a closed session.

14.4 The regulations for the organisation of PSU meetings shall be outlined in Schedule III (Meeting Regulations) of this constitution.

Article 15: Amendments

15.1 Alterations to the articles of this constitution must be decided at an Annual General Meeting or an Extra-ordinary General Meeting.

15.2 Approval of two-thirds of members present and voting at an AGM or EGM is required for change.

15.3 Constitutional amendments come into effect the day after the Annual General Meeting or Extraordinary General Meeting at which it is passed.

15.4 PSU Council can amend the schedules of this Constitution.

15.5 Approval of two-thirds of eligible voting members present at the Council meeting is required for change.

15.6 The constitution shall be reviewed by the union at least every three years from the date of ratification of this Constitution and approved by the PSU Council. A special constitutional review committee will be set up by PSU Council in order to complete the review and shall have representatives from clubs and societies and the ULSU.

Article 16: Removal of an Officer

- 16.1 Every directly elected Executive Officer or Council member shall be liable to be removed from office on a proposal to that effect approved by a Referendum held in accordance with Schedule II (Election Regulations) of this Constitution. Where such a proposal is approved it shall take effect upon the declaration of the Returning Officer. A quorum for the removal of an officer shall be 50% of the total valid poll in the previous election of the position. Where such a proposal is approved, s/he will be deemed to have resigned and may not stand for re-election in any subsequent election.
- 16.2 The indirectly elected Executive officers and Council members shall be liable to be removed from office on a proposal to that effect to PSU Council approved by their constituencies and Schedule II (Election Regulations) of the Constitution.
- 16.3 The PSU Executive Nominee, as an affiliate, shall not be deemed resigned by the PSU. They can be excluded from representing postgraduates on PSU and University committees. The PSU could then seek the PSU Executive to nominate a replacement representative.
- 16.4 The regulations for a ballot to remove a member of the Executive from office shall be determined by the Returning Officer, within the limits of this constitution.

Article 17: Interpretation

- 17.1 In the event of a challenge to any part of this constitution it shall be the role of the President to interpret the Constitution. Any member of the PSU who is dissatisfied with the President's ruling may, by notice in writing delivered within two weeks of the President's ruling, appeal to the PSU Council. If a member of the union remains unsatisfied with the ruling of Union Council they put forward a motion to general meeting.

Article 18: Definitions

- 18.1 Academic Year – shall begin on the first day of the autumn semester and end on the last day of the spring semester as defined by the University Academic Calendar.
- 18.2 Class – undergraduate and taught postgraduate classes for each year of every course as defined by the University. In the case of Research Postgraduates, a class shall be defined as their college of research.
- 18.3 Class Representative – as defined in Article 9.
- 18.4 Clubs & Societies Council – as defined in Article 11.
- 18.5 Clubs & Societies Executive – as defined in Article 11.
- 18.6 College – one of the constituent colleges of the University for the Plassey Campus.

- 18.7 Constitution – this document in its entirety.
- 18.8 Council – as defined in Article 7.
- 18.9 Directly Elected – a union position elected from the entire student population.
- 18.10 Executive – as defined in Article 8.
- 18.11 General Meeting – as defined in Article 6.
- 18.12 Non-Voting Member Status – shall have full member rights except the right to vote.
- 18.13 Observer Status – shall have rights to attend and observe without communication.
- 18.14 Policy – a course of action or guiding principle intended to determine the union’s opinion on a matter.
- 18.15 Participant Status – shall have rights to attend and speak.
- 18.16 Referendum – as defined in Article 5.
- 18.17 Semester – is an academic semester as defined by the University academic calendar.
- 18.18 Teaching Week – any week in which scheduled teaching takes place during a semester.
- 18.19 PSU – The Postgraduate Students’ Union.
- 18.20 PSU office – The President’s office in the PSU Common Room.
- 18.21 University – University of Limerick, as defined in the Universities Act 1997.
- 18.22 University Day – is 9am to 5pm on a Monday, Tuesday, Wednesday, Thursday or Friday during the semester, excluding University holidays.

Schedules

Schedule I	Membership Rights
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Schedule I: Membership Rights

1. Only full members shall have voting rights as prescribed in Schedule I.
2. Only full members on the date of polling shall be entitled to stand for election to the position of President.
3. Members running for election to the Executive must be full members of the Union on the date of election
4. The Executive reserves the right to verify postgraduate status at the University before continuing representation of any individual.

Schedule II: Election Regulations

This schedule outlines what to do for all referenda and elections and for all positions in the Union. It also outlines the procedures to follow if a vacancy occurs in any position.

Returning Officer

1. The Returning Officer, who shall not be a full member of the Union, shall be appointed annually by the ULSU Executive. The Returning Officer shall be responsible for the good conduct and administration of all union elections including the PSU elections for the sabbatical position of President and shall have the sole interpretation of the election regulations. The Returning Officer may appoint a deputy and assistants to support him/her in his/her duties.
2. The Returning Officer shall:
 1. Co-ordinate all aspects of the election or referendum
 2. Be responsible for the hiring and co-ordination of all election or referendum staff
 3. Co-ordinate the election according to the election rules and regulations set down by the Electoral and Referenda Board
 4. Oversee the count and announce the official results of the elections' Electoral and Referenda Board

3. Under Article 10, there shall be an Electoral and Referenda Board to liaise with the Returning Officer in the running of Elections and Referenda of the Union.
4. The membership of the Electoral and Referenda Board shall be:
 1. One nominee of Student Council
 2. One nominee of Clubs & Societies Council
 3. One nominee of Postgraduate Students' Union
 4. One nominee of ULSU Executive
 5. One Sabbatical Officer not seeking re-election (should no Sabbatical Officer qualify, ULSU Council shall nominate a second representative for membership of the Board)
5. No member of the Electoral and Referenda Board may be seeking or involved in the election or referendum for which it has been established. The Electoral and Referenda Board shall, from its number, select a chair. The Returning Officer shall have participant status on the Electoral and Referenda Board.
6. The Electoral and Referenda Board shall be in place before each election and shall implement the election rules and regulations for the academic year in accordance to this constitution, through the Returning Officer.
7. Where an election is in progress under this constitution, the Returning Officer, under the direction of the Electoral and Referenda Board, may, at his/her discretion, make such regulations as may be appropriate to govern the canvassing or other activities of candidates or their agents in seeking election.

What To Do When a Referendum is Called For

8. **Validity:** For the result of a referendum to be valid, at least 15% of Union members shall vote and these votes shall be proved to be valid. All motions shall be passed by a qualified majority of the valid poll in order for them to be valid. Except for referenda in cases of the removal of officers then Article 16 takes effect.
9. **Motion:** The motion to be put in a referendum shall be worded by the Returning Officer and shall be checked by PSU Council and may be altered if it is considered ambiguous, so long as the intention of the original motion is not changed.
10. **Arrangements:** At least five days' notice of a referendum shall be given. The referendum wording is to be posted at least five days before the referendum. A referendum shall be held not less than two and not more than four teaching weeks after it has been called. All referenda will be carried out by electronic voting. The union shall advertise the upcoming referendum. Referenda shall be restricted to one per topic per academic year.

When Should Elections Happen?

11. President and Vice-President elections take place in second semester of the academic year.
12. The election of the Executive and Council takes place at AGM no later than week 6 of

first semester of the academic year.

13. The election dates shall be agreed upon at AGM.

Standing for Election to the Executive

14. The members of the Executive shall be:

- PSU President
- Vice-President/Treasurer
- Events Officer
- Public Relations Officer
- Faculties Officer
- Students' Union Representative
- Clubs & Societies Representative
- Mary Immaculate Representative
- Chair of Council
- Full-time member of staff in an observing capacity

15. All members of the Union are eligible to stand for any of the following Executive positions:

1. President
2. Vice-President/Treasurer
3. Events Officer
4. Public Relations Officer
5. Faculties Officer
6. Chair of Council

16. Reopen nominations (RON) shall be a candidate in all union elections when the electronic voting system allows for this option to run effectively.

17. Clubs & Societies Officers are elected by Clubs & Societies Council as outlined in Article 11 of this constitution. The Students' Union Executive Representative is nominated by the ULSU Executive and the Mary Immaculate Council Representative shall be nominated by Mary Immaculate.

Standing for Election to PSU Council

18. The members of the PSU Council shall be:

1. An elected representative from each faculty in the University who will be called Faculty Representatives
2. A PhD Representative
3. An International Representative

Nominations

19. Nomination forms for the position of President (and Vice-President/Treasurer) will be available from the President and the main Students' Union reception on Monday at 9

o'clock of the one of two nominations weeks, two weeks prior to Election week in second semester. Candidates for these posts shall be proposed and seconded by the signatures of 20 members of the PSU.

20. The nomination forms shall contain the election rules and regulations set down by the Electoral and Referenda Board, a copy of the job descriptions for each position in the election should be available from the website, which shall also contain information on the facilities the Union will make available to each candidate.
21. The official nomination forms shall contain, as well as the required number of proposers and seconders, the candidate's name as registered with the University, ID number, course, and the name of the candidate's campaign manager.
22. A member may not propose more than one candidate to the same position for a given election. A nominated candidate cannot nominate anyone to the same position that they are running for.
23. Nomination forms must reach the Returning Officer or a person appointed by them not later than 5.00pm on the close of nominations. The nomination period for the PSU elections shall be open for a minimum of two weeks. Election day shall take place within seven University days after the close of nominations.
24. Should no nomination forms be returned by close of nominations, an Election Convention consisting of the PSU Executive, the Returning Officer and the RODM Officer of the ULSU shall be held during the week following close of nominations. The purpose of this meeting and convention is to decide on the date at which nominations will reopen.

Publicity About an Upcoming Election

25. The Returning Officer shall ensure the dates of elections for Executive members, a copy of the election timetable and a copy of the election rules and regulations, job descriptions etc. shall be posted on the Union website and social media outlets.
26. The Returning Officer shall produce a list of candidates (together with the proposers and seconders) which shall be displayed on the union notice-boards within 48 hours of the close of nominations.
27. The Electoral and Referenda Board can run a campaign to promote voting on the day and the existence of the election in general.

Campaigning Rules and Regulations

28. The canvassing and campaigning rules and regulations shall be contained in the election rules and regulations set down by the Electoral and Referenda Board.
29. Election candidates may commence campaigning at the close of nominations.
30. Where an election is in progress under this Constitution, the Returning Officer, under the direction of the Electoral and Referenda Board, may, at his/her discretion, make such

regulations as may be appropriate to govern the canvassing or other activities of candidates or their agents in seeking election.

31. No canvassing shall take place on polling day within a 10-metre radius of any polling station.

Candidate's Campaign Materials

32. Nothing shall be published unless it is accompanied by the clear insertion "Issued By 'Name of Campaign Manager', Campaign Manager for 'Name of Candidate'", so it is clearly identifiable from where the material is coming.
33. The Returning Officer shall, where possible, make it public knowledge where any defamatory material is coming from.
34. All election material shall be approved by the Returning Officer under the guidelines laid out by the Electoral and Referenda Board before it can be distributed on campus.

Candidate's Electoral Spending

35. The Union shall provide limited electoral assistance to each candidate as agreed by the Executive. It is an offence for any candidate to be in receipt of sponsorship, gifts or a benefit-in-kind from vested commercial, political or outside interests.
36. If the candidate is found to have breached the provisions of this constitution, they shall be disqualified immediately by the Returning Officer on the order of the Electoral and Referenda Board.

The Public Debate or 'Hustings'

37. The public debates with or between candidates or interested parties in an election or referendum held by the Union shall be called 'Hustings' and shall be convened by the Electoral and Referenda Board, subject to the direction of the Returning Officer, and shall be chaired by its nominee. Arrangements for the Hustings set down by the Electoral and Referenda Board and the below standing orders will be followed for the hustings:

38. Standing Orders – Hustings

1. The candidates for each position shall hust in the order of the count (in descending order of authority bottom up and alphabetical)
2. Candidates shall have equal time for their main speech and no less than a third of that time for summing up
3. Order of speeches shall be alphabetical save for the summing up which will be in reverse order
4. Questions from the floor must be addresses to all candidates for a particular position
5. Candidates shall answer questions alternately, with a different candidate having to answer first each time
6. Points of information shall be suspended for the speeches
7. Parliamentary language shall be observed throughout the hustings

Complaints during the Campaign and Elections

39. Any challenge or complaint concerning the administration and good conduct of the election will be heard and determined by the Electoral and Referenda Board within 48 hours of such a complaint being lodged by any full member or the candidate or his/her nominee. Any complaint against the conduct or administration of the election should be received by the Returning Officer before the start of the count.
40. The Electoral and Referenda Board shall have the power to discipline or disqualify any member of the Union who:
1. Breaks the election or referendum regulations
 2. Obstructs members of the Electoral and Referenda Board in furtherance of their duties
 3. Disobeys a legitimate instruction from the Electoral and Referenda Board
 4. Obstructs a candidate or a candidate's agent or members of a referendum campaign in their campaigning for an election or referendum
 5. Publishes defamatory material
41. Disciplinary powers of the Electoral and Referenda Board shall be:
1. Public reprimand
 2. Expulsion from hustings
 3. Withdrawal of Union electoral assistance
 4. Disqualification from the election
 5. Appeals may be made against disciplinary actions of the Electoral and Referenda Board to the disciplinary board (see appendix 1 of this Constitution)
42. All decisions regarding enforcement of regulations, bye laws and spoiled votes shall be binding on all parties and shall be made by the Returning Officer under the direction of the Electoral and Referenda Board after consultation with the campaign manager(s) concerned.

Voting Procedures

43. All elections shall be by a secret ballot and by the system of proportional representation by single transferable vote as governed by the Oireachtas for Dáil elections.
44. For a paper election: a voting paper will be issued to each voter, which shall bear the union stamp and votes will be cast in sealed ballot boxes. Ballot papers shall bear the name of each candidate and the office being contested. There will be a facility for reopening nominations.
45. For an electronic election: an electronic ballot (or e-ballot) will be issued to each voter. The election site shall be considered verification by the Union of the ballot paper in the absence of the Union stamp. Votes will be cast by the voter and electronically added to the count. The e-ballot should at least bear the name of each candidate and the office being contested; the candidate will have the provision to submit additional election material as outlined in the rules and regulations set down by the Electoral and Referenda

Board. There will be a facility for reopening nominations

46. The Electoral and Referenda Board will decide if there is a need for an electronic or paper ballot.

When There Is a Paper Poll

47. Polling stations shall be situated in areas giving greatest convenience to members and shall open between 7am and 11am and shall close between 7pm and 9pm, having remained open for a duration of at least 10 hours.
48. The location of the polling stations shall be decided by the Electoral and Referenda Board and be published by the Returning Officer in advance of Polling Day.
49. No other polling station can be opened other than those authorised by the Electoral and Referenda Board.
50. In any paper election, voters shall produce a University ID Card before being allowed to vote. Only a University ID Card or a letter from the University Administration confirming student status shall be accepted as authentication of a student's ID number.

When There is an Electronic Poll

51. Electronic Polling will follow the same polling principles as a paper election, in so far as possible.
52. All computer labs on campus and off will be considered polling stations.
53. The electronic electorate will be based on the registered students in the University of Limerick database held and updated by the IT Department and Student Academic Affairs. Only students who have registered will be in the database on the day of polling.

The Election Counting and Declaring of Votes for a Paper Ballot

54. The counting of votes shall take place immediately after the closing of the polling stations.
55. The only people allowed within the designated area of the count shall be the Returning Officer, the Electoral and Referenda Board, their staff, plus the campaign managers for each of the declared candidates for that particular count.
56. The counting procedures shall be in accordance with the procedures for elections to Dáil Éireann as governed by the Oireachtas: ascertaining total poll, valid poll, and quotas for each position.
57. The official results being declared by the Returning Officer after each count.
58. Campaign Managers have the sole right to call a recount on behalf of their candidate up to six hours after the result of the count has been announced.
59. The Returning Officer alone shall make the decision as to when the recount shall take

place. A recount shall take place within one University day of the official results being declared for a paper ballot.

60. A space adjacent to the designated area of the count shall be reserved for tally persons.

The Election Counting and Declaring of Votes for an Electronic Ballot

61. With an electronic election count there is no count and the results are immediate.

62. In the case of an electronic ballot the recount facility is more time-consuming and therefore the recount shall take place within four University days.

Schedule III: Meeting Regulations

AGM

1. The AGM shall be held on a University day no later than the end of the month of October of each year.
2. The President of the Union is the convenor of the AGM and shall give 10 working days prior notice to all members by means of notices in conspicuous locations throughout the University, and through available official online media resources.
3. The President of the Union shall chair the AGM, or if so wished, a nominee of the President may chair the AGM.
4. Constitutional amendments will be submitted in writing to the president at least 10 days before the AGM.
5. All business of the meeting must be submitted to the President at least Seven working days before the date of the AGM and be published in the agenda
6. The Agenda must be published at least five working days before the meeting date and be generally available.
7. Amendments to the published agenda must be received by the President no later than three working days before the meeting, and published at least one working day before the meeting.
8. Quorum shall be required to carry any motions put forward.
9. Quorum shall be 30 full members.
10. The meeting shall elect the Executive Officers.
11. The incumbent Executive shall pass over annual reports to newly elected Executive Officer.

Council

12. Council shall meet at least three times per semester but ideally four times per semester.

13. Voting at Council shall be by simple majority of voting members present. Each member of Council shall have one vote each and the Executive shall be non-voting members. Council shall be deemed quorate if there is a majority of elected Council members present.
14. The Chairperson of the Council shall chair all meetings of Council. The Chairperson shall be responsible for the agenda and shall call the meetings. The Deputy-Chairperson of Council shall be elected from PSU Council at the first Council meeting and shall deputise, as instructed by and for the Chairperson of Council in all matters where the Chairperson is not available. Where either the Chairperson or Deputy-Chairperson of Council is not available the meeting shall elect, from its number, an alternative chair for that meeting.
15. Executive shall approve all Council meeting agendas and decide the arrangements for the Council meetings for the year. The final agenda for a Council meeting shall be posted at least two university days before the meeting.
16. The standing agenda for a Council meeting shall always contain the following:
 1. Apologies
 2. Minutes
 3. Matters arising from the minutes
 4. Monthly Management Accounts
 5. Motions and Resolutions
 6. Sub-committee Reports
 7. Items for Discussion
 8. Officers' Reports and Questions to Officers
 9. AOB – Any Other Business
17. A motion will have to be put on the agenda from any Council members. The motion has to be submitted in writing to the Vice-President five days before the Council meeting in order for it to be put on the agenda. The motion has to be proposed and seconded by two Council members, opened to the floor for discussion and the votes will be cast by all Council members (excluding the Executive). All motions shall include a reference to the relevant article in the Constitution.
18. A motion shall be deemed to be carried when a majority of Council members present vote in its favour in a quorate Council.
19. At least three University days' notice shall be given by the Vice-President academic for all Council meetings.
20. An Emergency Council Meeting may be called by the President; a majority of Executive members or one-third of student councillors by way of petition to the Chair of Council. An emergency meeting should deal with one topic usually and can have related motions put to it but discussion has to be allowed on the topic.

21. The Executive will act on behalf of the Council when Council members are not on campus.
22. Policy decisions made by the Executive, out of term, shall be presented to Council at the earliest opportunity and shall cease to have effect unless ratified by the Council at that time. Council shall be notified of all operational changes at the earliest possible opportunity.

Executive

1. Executive shall meet at least six times per semester preferably on a bi-weekly basis. Further meetings may be called by a written request of a majority of Executive members to the President.
2. All members of Executive excluding the full-time ULSU staff member who sits with participant status can vote.
3. All decisions made by the Executive must be voted on and the number of votes cast for and against and abstinent votes shall be noted in the minutes. Executive members can only abstain from a decision if there is a conflict of interest. All nominations to committees must have a proposer and seconder. All decisions passed by the Executive shall specify the person who is to be responsible for their implementation.
4. The Vice-President/Treasurer (or President in his/her absence) shall be responsible for the agenda and shall call the meeting.
5. In the event of any situation arising not being covered by meeting regulations, the Chairperson shall rule on the procedure to be adopted. Such ruling could be subject to the approval of PSU Council.
6. In the event of the Chair being in conflict or alleged to be in conflict with the item under discussion, the Chair should be resigned for the duration of the item under discussion to the Deputy Chair.
7. The agenda of meetings shall include:
 1. Apologies
 2. Minutes of the previous meeting
 3. Matters arising from the minutes
 4. Any other business
8. Other agenda items should be derived for events at Council, updates from University committees or upcoming campaigns/ meetings of elections. Any member may request any item to the agenda and submit the item to the president and that item must be discussed in full, provided that notice is given in advance of the meeting.
9. At least three University days' notice shall be provided to all Executive members before ordinary Executive meetings during semester, the set schedule and time for the meeting is

considered notice. At least two hours' notice shall be provided to all Executive members before extra-ordinary Executive meetings during semester. At least seven days' notice shall be provided to all Executive members before Executive meetings outside semester.

10. Where a quorum cannot be reached for an Executive meeting outside semester, the President shall organise, at Union expense, an alternative meeting type, such as a conference call or an online meeting. There should be no need for an emergency meeting unless there is an urgent political crisis.

Schedule IV: Council and Executive Job Descriptions and Terms of Office

1. It is requested that volunteering members of the Council and Executive dedicate three hours per week in order to fulfil the responsibilities that are outlined in their respective job descriptions.

Job Descriptions

1. The President

Responsibilities

- Be the chief representative of postgraduates in the University.
- Be Chairperson of the Executive Committee and General Meetings.
- Be the principle initiator of policy for the Union.
- Represent the Union's members on the University's Governing Authority, Academic Council and other boards and committees of the University as required.
- Be the first spokesperson of the Union and be responsible for the co-ordination of all Union activities. They may, with the consent of the Executive Committee, form subcommittees, which may include any full members of the Union, for this purpose.
- Train his/her replacement for a period of two weeks during the changeover.
- Be a full-time Sabbatical Officer. The President shall take a leave of absence from his/her studies for the duration of his/her tenure as President, and shall not enter into any employment, which is in conflict with, or impinges upon, his/her duties as President of the Union.

2. The Vice-President/Treasurer

Responsibilities

- On the instruction of the President or in their absence the Executive, deputise for the President in all matters.
- Co-ordinate the activities of Union representatives on Faculty Boards. They shall chair the Union Council and convene such meetings with the agreement of the Executive.

- Act as the Union’s Secretary and shall hold overall responsibility for all the Union office records.
- Notify relevant University bodies, of the results of relevant Union elections and of changes to the Constitution of the Union.
- Be jointly responsible with the President for all financial matters relating to the Union.
- Report regularly to the Executive Committee on the financial state of the Union and shall provide a written report of income and expenditure after each semester with the President.
- At the end of each financial year (end of September), prepare and submit the accounts to the Executive Committee for its approval. The accounts shall include all income and expenditure of the Union for that financial year. The outgoing Treasurer shall ensure that these accounts are submitted to the next meeting of the incoming Executive Committee.
- Become a co-signee on the Union’s current account and cheques and be requested to approve purchases.
- Attend SU Student Council Meetings.
- Attend Clubs & Societies Council Meetings.
- Assist in the PR and distribution of posters, flyers and social media for the PSU.

3. Events and Publicities Officer

Responsibilities

- Be responsible for publicising all meetings and all social events of the Union.
- Be responsible for organising all trips, receptions and other social activities of the Union.
- Plan, develop, put into place and evaluate information and communication strategies that present an organisation to the members of the Union.
- Promote good information flow within the organisation.
- Be responsible for the organisation and promotion of the events within the Union and of course the Union itself. The Events and PRO work in ensuring that in your time here at UL you experience a balance between your academic and social life.
- Help in maintaining our social network outlets; the website, Facebook and Twitter.
- Sit on the Executive which meets once every two weeks.

4. *Faculties Officer*

Responsibilities

- Represent all faculties on the Executive and their own individual faculty on our Council.
- Attend Executive meetings once every two weeks.
- Communicate to the Executive the concerns and issues of their fellow faculty representatives.
- Have a vote at Executive on behalf of all the faculties and on Council on behalf of their own faculty.

5. *UL Students' Union Representative*

Responsibilities

- Represent and communicate between the ULSU and PSU.
- Full voting rights on Executive on behalf of the greater student body.
- The SU, through its representative on the PSU Executive, shall endeavour to put forward the views of the SU so that fully informed decisions can be made by the PSU.

6. *Clubs & Societies Officer*

Responsibilities

- There will be a Clubs & Societies Officer that sits on the PSU Executive, Clubs & Societies Executive, SU Executive and report to both councils. The Clubs & Societies Officer, as a member of the PSU Executive will be a full voting member and is entitled to vote as part of the Executive except for in the case of decisions directly effecting, and then it is his/her responsibility to ensure Clubs & Societies Council is consulted.

7. *Chairperson of Council*

Responsibilities

- Chair PSU Council.
- Chair General Meetings of the PSU Union.
- Be responsible for calling Council meetings and forming the agenda with the input of other Council and Executive members.
- Attend scheduled Executive meetings.
- Maintain a close working relationship with the other Council members.
- Work as part of the PSU Union team to ensure the effective democracy and engagement.

8. Faculty Representatives

Responsibilities

- Faculty representatives from each academic faculty shall be elected at the AGM.
- Serve as postgraduate representatives on Faculty Boards as nominees of the Postgraduate Students' Union.
- The Executive Committee shall be empowered to remove from office a faculty representative who regularly does not attend meetings of the committee(s) to which they were elected or appointed.
- The term of office of a faculty representative is one calendar year.
- In the event of there being no Faculty Representative for a college, the President shall take on this role in addition to his/her normal duties.
- Sit on our Council, which meets four times a semester.
- Liaise with the President during the department hubs that take place during the semester.
- Act as the closest point of contact for class reps, should any issues arise.
- One faculty representative will be elected as the Faculties Officer on the PSU Executive.

9. International Officer

Responsibilities

- Sit on our Council, which meets four times a semester, and communicate with our Executive, in particular our Events and PRO Officer, throughout the year in order to organise events and activities for our international postgrads here on campus.
- Provide support for our international students.
- Communicate with the International Office and Anne O Dwyer in the Grad school in order to ensure all international postgraduate students on campus are represented fully.

10. PhD Officer

Responsibilities

- Support our PhD students here on campus.
- Sit on our Council, which meets four times a semester.
- Should any PhD specific issues arise, assist the Executive in coming to the best solution.
- Work closely with the Events and PRO Officer in order to hold events specifically for our PhD students to encourage them to get involved.

11. Mary Immaculate College Representative

Responsibilities

- Be responsible for representing Mary Immaculate College postgraduate students and for promoting the PSU on the Mary Immaculate Campus.
- Attend Council meetings.
- Encourage Mary Immaculate Postgraduate Students to get involved in events run by the PSU.

Terms of Office

1. President: the term of office of the president shall be from June 1 to June 1 of the following year.
2. Other Executive Officers: the other Executive Officers shall hold office from the end of the Annual General Meeting of their election to the end of the Following AGM.
3. College Representatives: the College Representatives shall hold office from the end of the Annual General Meeting of their election to the end of the Following AGM.

Schedule V: PSU Motion to Clubs & Societies

The PSU Executive would like to bring forward the following motion to Clubs & Societies Council.

‘Motion to grant a representative of the Postgraduate Students’ Union a seat, as a voting member, on the Clubs & Societies Executive.’

Justification and Reasoning:

The University of Limerick Postgraduate Students’ Union (PSU) would first like to acknowledge the work and commitment shown by not only the committee members of each individual Club and Society, but also the Clubs & Societies Executive, CS Administrator Michelle Whyte and CS Development Officer Paul Lee in the overall development of Clubs & Societies.

The PSU receives approximately €140,000 annually from the University through student capitation which comes directly from our members. Following the wages of the PSU President, the 2/3 split in capitation provides Clubs & Societies with approximately €77,000.

Our accountant has advised us that due to this large portion of funding being transferred to Clubs & Societies, we have a duty to our members to be able to provide oversight on how this money is administered. We have complete faith in the Clubs & Societies Executive in administering this money. Year after year, Clubs & Societies have proven themselves to be responsible with the money given to them. The PSU Executive is not implying that it is not done well; however, we do have a duty to our members to be able to oversee the process.

This will help to strengthen the ties between us and would be mutually beneficial as the PSU Executive would also like to create a position for a Clubs & Societies Representative on our Executive. This individual's function would be similar to that of the Clubs Officer and Societies Officer on the SU Executive, but his/her focus would be on advising and helping the PSU Executive to promote and market Clubs & Societies to the University's postgraduate students. Given that only ***** of an estimated 4,000 postgraduate students are members we feel it is very important that this is accomplished. Having representatives on one another's Executives will also provide us with an opportunity to learn from one another, but also to promote common causes between the PSU, CSEXEC and SU – most notably the student levy referendum to be put to the students next semester.

According to the Guide to Clubs & Societies Administration 2012/2013 (pg 40) and Clubs & Societies Rulebook 2007 (pg 42), the Students' Union President has full voting rights as an SU Representative and we would seek that our representative from the PSU would be granted these same rights.

Schedule VI: Memorandum of Understanding between the ULSU and PSU



Memorandum of Understanding

Between ULSU & PSU

This Memorandum of Understanding is entered into by and between the President of the Postgraduate Students' Union (PSU) and the President of the Students' Union (ULSU) in the academic year 2017/2018. It has been drawn on an account of a previous MoU being deemed void and dissolved by both bodies.

This Memorandum recognises the historical and continued representation of all University of Limerick (UL) Students by both the ULSU and the PSU.

In order to ensure clear communication and efficient representation on behalf of the students we represent, this document should lay down the roles of both bodies and our working relationship. As such we commit to adhering to the following:

1. Working relationship

- a. In order to ensure that the two unions avoid disrepute, and work together to promote the interests of the students, both unions formally agree to continue to cooperate in the general area of student representation and commit to an open exchange of information on matters pertaining to the student population. The Sabbatical officers of both Unions will meet at least three times each semester.
- b. The PSU, through its representative on the SU Executive, shall strive to promote the view of the PSU so as to ensure that all SU decisions are made in the interest of the whole student body

- c. The SU, through its representative on the PSU Executive, shall endeavour to put forward the views of the SU so that fully informed decisions can be made by the PSU
- d. In order to maintain continuity year on year, a position of observer status for a full time staff member of the SU shall be created on the PSU Executive
 - i. This will either be fulfilled by the General Manager or the Democracy Development Manager
- e. **Should both Unions come into conflict, a meeting of the Commission of Arbitration (to be formed) shall be called in order to relieve the situation.**

2. Representation of Student Body

- a. While it is the role of ULSU to represent all students, both bodies shall recognise the PSU as the primary body for Postgraduate Students internally and externally
- b. As such, PSU shall have the leading responsibility in all matters relating to Postgraduate Students
- c. On matters relating to all students, both bodies shall cooperate in working for the interests and needs of all students.
- d. Postgraduate students are entitled to vote on all ULSU issues and elections as well as PSU issues and elections. Undergraduate students are not permitted to vote on PSU issues or elections¹.
- e. Postgraduate Students are also entitled to run for ULSU positions. In addition, the PSU Executive and Council members are granted observer status on ULSU Council. Undergraduate students will not be permitted a seat on PSU Executive or Council with the exception of the elected positions of ULSU Executive Representative and the C&S Executive Representative.

3. Financial Agreement

- a. PSU shall be funded by the capitation contribution of Postgraduate Students.
- b. The wages of the PSU President and PSU Vice President shall come directly from the Postgraduate Student Capitation.
- c. Once the President and PSU Vice President * wages have been deducted, the PSU will make a 66% contribution from Postgraduate student capitation to UL Clubs & Societies(C&S). This will be made in 2 instalments; one in Semester 1 and one in Semester 2.
- d. Once the President and Vice President wages and the C&S Contribution have been deducted, the PSU will make a financial contribution of a flat rate of €9,800 to the ULSU for the services and support to be paid in Semester 1.
- e. Subvention- If UL allocates a Subvention fund; the subvention will be divided pro-rata, i.e. the percentage divide of Undergraduate students to Postgraduate students.
- f. PSU shall take responsibility for the book-keeping of all PSU finances with the exceptions of;
 - i. The ULSU Financial Accountant shall maintain the Payroll of the PSU
 - ii. The ULSU Financial Accountant shall reconcile the Financial Aid account
- g. At the beginning of the financial year, the PSU shall present a proposed budget to be passed by
 - i. PSU AGM

- ii. C&S Executive – to be agreed by C&S Council
- h. At the end of the financial year, the PSU audited accounts must be present to and passed by the following:
 - i. PSU AGM
 - ii. PSU Council
 - iii. C&S Executive
- i. PSU audited accounts will be presented to
 - i. ULSU Executive if requested

*The VP wages are agreed at 10 hours/week, for 31 weeks (Inclusive of two 15 week semesters, plus one Handover week) @ minimum wage + €1. If the PSU makes changes to the VP/Treasurer hours, the PSU is to seek additional funding from the University to cover the changing needs of the PSU.

4. Clubs and Societies

- a. PSU Executive must invite Clubs & Societies Executive to send a member to PSU AGM, PSU Executive, and PSU Council meetings to contribute to and vote solely on agenda items relating to Clubs and Societies matters or matters of finance as/IF it affects C&S. The C&S Executive representative must inform C&S Executive on all C&S matters discussed at the relevant PSU meetings, and relay to Clubs & Societies council as appropriate. The C&S Exec member will only have vote on matters of finance that would have a consequence on C&S finances. The C&S representative on PSU Exec must get C&S Exec approval to vote on any matters of finance as/IF it affects C&S. When possible the C&S Executive will send a postgrad representative.
- b. The C&S representative on the PSU executive will work to promote and engage with postgraduate students about clubs and societies.

Schedule VII: Commission of Arbitration for PSU and ULSU

Commission of Arbitration

1. There shall be a commission of arbitration, hereafter known as the Commission, whose role is to make judgements on:
 1. Disputes that arise between the Postgraduate Students' Union (PSU) and the University of Limerick Students' Union (ULSU)
2. It has been suggested that the following people may form the membership of the commission:
 1. One former president from each union (PSU and ULSU) from three years or more previous to the conflict
 2. One independent member or one senior University nominee
3. The term of office of the Commission shall be from the fourth week of the autumn semester for a period of one year. This will ensure that all positions have been elected from both sides.

Commission Officials

4. The Chairperson of the Commission shall be the independent member or senior University nominee.
5. If the Chairperson of the Commission is not available, then the Commission shall elect an alternative Chair for that meeting.
6. A member of the Commission, except the Chairperson of the Commission, shall be deemed to have resigned upon the presentation of a letter of resignation to the Chairperson of the Commission and to his/her nominating body.

Commission Proceedings

7. The Commission shall have the right to decide whether cases are held in public or private.
8. The Commission shall have access to all relevant documentation in the possession of either Union that it feels necessary for deciding the outcome of the case.
9. The Commission shall retain the services of a solicitor for clarification on points of law.
10. Access to Commission minutes shall be restricted to:
 1. Current Commission members
 2. Previous Commission members for minutes from their term of office
 3. Current Sabbatical Officers, once six months has passed since the date of ruling
11. Hearings may be requested in writing to the Chairperson of the Commission by:
 1. Affected parties
 2. Council
 3. Executive
 4. The Presidents of both Unions
12. The Commission shall deliberate and come to a simple majority (of all Commission members) ruling on all cases.
13. All decisions of the Commission are final.
14. Commission reports and judgements shall maintain confidentiality of all confidential material sought and presented to them.

Schedule VIII: Publications

1. The Business of the Union requires openness and availability, as well as the provision of information on a wide range of issues. As such, the utility of an online presence alongside traditional mechanisms for media and communication are available. The President as the face of the Union and as the source of accountability and responsibility for the Union shall maintain oversight of the details that are placed in hard or soft format regarding the presence of the PSU.

2. The President shall have final say on the details and content of information pertaining to the PSU.
 3. The Public Relations Officer shall carry out the terms of his/her office in due course to the Constitution (Publicity Officer) and in working with the President.
 4. The President and Public Relations Officer shall work together to ensure that the availability of information to the members of the Union is fulfilled.
 5. Accountability for the content of any information rests with the President and as such the President should seek advice from the Executive Committee with regard to any information or communications which they are unsure of or feels is not conducive to fairness, equality and legality.
 6. Use of the facilities for communication whether in hard format or soft format without proper authorisation by those responsible will be seen as contrary to the provisions of the Executive Management of the Union and a breach of these guidelines.
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