



Cumann na nIarchéimithe Ollscoil Luimnigh Bunreacht

Constitution of the University of Limerick Postgraduate Students' Union

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A very brief history of the PSU

The UL Postgraduate Students' Union was formed as the Postgraduate Students' Association (PSA) in September 2002. Since that time, it has directly represented every postgraduate student that has passed through the doors of UL. Initially a much smaller operation, the PSA continued to develop and expand throughout the 2000s. The PSA became the Postgraduate Students' Union (PSU) in the academic year 2012/13 and has continued to increase its operations.

The PSU began operating with one Sabbatical Officer, and an Executive and Council. 2015 /2016 AGM approved the part-time paid role of Vice President.

In October 2018, the PSU voluntarily participated in the University of Limerick Quality Review process. The first recommendation of the Quality Review Team was that the PSU remain autonomous.

2018/2019 UGM approved the second full-time Sabbatical Officer, Vice President Academic.

2018/2019 UGM approved the 40-hour working week for the Sabbatical Officers, down from 44 hours, to enable all postgraduate students to run for the roles. Until this approval, international students were unable to run in the elections, as their visas do not permit them to work over 40 hours per week.

2018/2019 introduction of the part-time Secretary-General role.

2019/2020 introduction of the part-time PhD and Research Officer role.

2020/2021 UL Senior Executive and UL Buildings and Estates approved the allocation of an office in the new Student Centre.

Réamhrá:

Le seo, glacann mic léinn iarchéime Ollscoil Luimnigh (OL), leis an mBunreacht seo, é a achtú agus a thabhairt dúinn féin, ag cúlghairm na mBunreacht go léir a bhí ann roimhe seo ag an Aontas na Mac Léinn Iarchéime in Ollscoil Luimnigh.

Faigheann an Bunreacht a údarás ó na mac léinn Iarchéime in Ollscoil Luimnigh.

Féadfar airteagail an bhunreacht seo a leasú trí Reifreann nó Cruinniú Ginearálta.

Is féidir sceidil agus aguisíní an bhunreacht seo a leasú trí Reifreann, Cruinniú Ginearálta nó trí Chomhairle na Mac Léinn.

Tá aon ball ar bith i dtideal cóip den Bhunreacht a lorg agus a fháil ó Uachtarán Aontas na Mac Léinn Iarchéime.

Foilseofar an Bunreacht seo go leictreonach ar www.ulpsu.ie

Preamble

We, the postgraduate students at 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 on www.ulpsu.ie.

Mission Statement

The PSU shall represent and defend the interests of postgraduate students at the University of Limerick on departmental, faculty, University and other committees therein and shall be empowered to negotiate on all matters concerning the postgraduate students.

Vision Statement

To provide postgraduate student support by working collaboratively with our postgraduate community, the University, and the local community.

Core Values

Respect, dignity, empowerment, dedication and support.

Article 1: Name and Status

1.1 Is é Cumann na nIarchéimithe an t-ainm as Gaeilge. Ann, chun críche an bhunreachta seo, gairfear ‘an PSU’ den Aontas. Is aontas uathrialach na mac léinn iarchéime muid in Ollscoil Luimnigh.

1.2 The name in English is the Postgraduate Students’ Union. Therein, for the purpose of this constitution, the Union shall be referred to as ‘the PSU’. We are an autonomous postgraduate students’ union at the University of Limerick.

Article 2: Membership

2.1 All postgraduate students currently registered at the University of Limerick shall be deemed full members of the PSU.

2.2 Any person sitting on the PSU Executive and Council shall be a member while they hold their position until the AGM of the following academic year.

2.3 Members running for election to the PSU Executive and Council must be full members of the Union on the date of election.

Article 3: Aims and Objectives of the PSU

3.1 Represent postgraduate students, (collectively and individually), in all matters relating to the postgraduate experience.

3.2 Endeavour to achieve these aims and objectives without discrimination on the grounds of ability, age, creed, gender, medical condition, nationality, political orientation, race, and/or sexual orientation.

3.3 Provide a means of communication between postgraduate students and the academic community, the University administration and other bodies concerned with postgraduate study.

3.4 Promote social inclusion within the postgraduate community.

3.5 Elect or nominate postgraduate students to represent committees, both within the University and elsewhere, where provision has been made for PSU representatives.

3.6 Promote and actively pursue the betterment of the welfare of its members.

3.7 Promote, encourage and facilitate student clubs and societies equally.

3.8 Advocate on behalf of the employed postgraduate students in UL.

3.9 Continue to advocate with postgraduate bodies to formulate policies of action on postgraduate issues, national and internationally.

3.10 Follow and continue to develop the PSU Strategic Plan.

3.11 Work effectively with Student Life through the MoU.

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 opportunity to directly participate in PSU affairs.

4.2 subject to this constitution the government of the PSU shall be vested in and exercised by this constitution. The structures of the union shall be as follows:

- a) Referendum
- b) General meeting
- c) PSU council
- d) PSU executive

4.3 the PSU is committed to transparency at all levels of the decision making process and will post minutes of the meetings PSU general meetings, PSU executive and council minutes on or before the end of the academic year.

Article 5: Referenda

5.1 A referendum shall be of all members relating to the constitution and governance of the PSU.

5.2 A referendum shall be held on any issue if:

5.2.1 PSU Council or general meeting decides by a two-thirds majority to call a referendum OR a petition of at least 80 current postgraduate students and is signed by each of the 80 students.

5.3 The Returning Officer shall be responsible for:

5.3.1 Deciding the wording on the question on the referendum ballot.

5.3.2 The referendum shall be supervised by the Returning Officer.

5.3.3 The polling stations shall be open for 28 hours, at least eight of which shall be a manned polling station on campus.

5.4 The rules and regulations for the referendum shall be outlined in 'Schedule II' (Elections and Regulations) of this constitution and not be in conflict with the aims and objectives of the PSU.

5.5 The result of the 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

each referendum, 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 be attended by members of the postgraduate community including the PSU President, Vice President Academic, PhD and Research Officer and when possible, the outgoing Executive Committee members.

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 purpose of the AGM is to present the state of affairs of the PSU to its members. It shall provide 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 the criteria in the following manner:

1. To present proposed changes to the constitution for approval and ratification.
2. To elect new Executive Officers and Council Reps to posts as per Schedule IV.
3. To present the Annual Report of the PSU from the previous academic year.
4. To present the Financial Report of the PSU for the preceding year.
5. To adopt the auditors.
6. To present the proposed budget for the upcoming academic year.
7. To approve changes or amendments to the Sabbatical Officers' wages and/or any other remunerations.

6.4 The AGM shall take place no later than Week 6 of the first semester of the academic year, according to Schedule II: Election Regulations of this constitution. If quorum is not met, the AGM must be held within two weeks of the listed date of the original date.

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 an EGM differ in so far as:

1. The EGM may be called by the Executive Committee OR
2. The PSU Council OR
3. Fifty member of the population of the PSU

6.5.1 If being requested by 50 members of the PSU population, this submission must be made in writing and signed by the said 50 members of their own free will where that submission is directed to the President of the PSU.

6.5.2 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.

Article 7: PSU Council

7.1 The purpose of the PSU Council shall be to:

7.1.1 Provide democratic representation through campaigning work and the creation and implementation of policy.

7.1.2 The PSU Council, hereafter known as Council, shall be the 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 president, vice president academic, PhD and Research Officer, and Executive.

7.1.3 Council shall have the power to mandate the Executive.

7.1.4 Amend the Schedule and Appendices of this constitution as appropriate.

7.2 The structure of the Council shall be no small than 12 and no larger than 32 members. Job descriptions for each member are outlined in Schedule III: Council and Executive Job Descriptions and Terms of Office.

7.3 The following positions relating to Council:
PSU Executive Committee (up to 12 members)
Technical Rep
Campaigns Rep
Marketing and Promotions Rep
Events Rep
Enablement Rep
LGBTQ+ Rep
Environment Rep
International Rep
AHSS Faculty Rep
EHS Faculty Rep
KBS Rep
S&E Rep
AHSS PhD Rep
EHS PhD Rep
KBS PhD Rep
S&E PhD Rep
Council Members (2)

All positions on the Council are required to undertake an orientation workshop provided by the PSU.

7.4 The Executive shall be non-voting members of Council except for the Faculty Officer, who represents their own faculty on Council.

7.4.1 The Chair of Council shall not have a vote unless there is a tie, at such time they will have the casting vote.

7.4.2 All PSU members shall have participant status at Council but can be asked to leave at the request of the Chair.

7.4.3 Council may grant Participant or Observer status on any other person as deemed appropriate.

7.4.4 The PSU staff member authorized to take minutes may be asked to leave the meeting at the request of the Chair, at which time the Chair shall nominate a member of Council to take the minutes during this time.

7.5 The PSU Council members shall be elected at the AGM in Semester 1.

7.6 The PSU Council is responsible for ensuring the views and opinions of postgraduate students on issues relevant to the postgraduate community at UL are brought to the PSU Officers, to include but not limited to the following:

7.7 The PSU Council shall act as a Forum within which the PSU Executive and Faculty Representatives shall engage in discussion on PSU policy.

7.8 The PSU Council shall debate University activities which affect the postgraduate population.

7.9 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.

7.10 The quorum of PSU Council shall be a simple majority of Council members eligible to vote, with each member having one vote.

7.11 The PSU Council is required to meet at least three times in Semesters 1 and 2 on select dates which are set at the AGM to the fulfilment of Council posts.

7.12 The following core meetings are required to take place:

- a) One in the first semester following the filling the AGM, and post orientation workshop meeting.
- b) One preceding the Election for the PSU Sabbatical Officer positions for the coming academic year.
- c) One as a final meeting before the end of the academic year.

7.13 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.

7.14 The PSU Shall follow the procedures and processes as outlined in Schedule III: Meeting Regulations of this constitution.

Article 8: Executive

8.1 The Executive shall consist of the following:

- PSU President
- PSU Vice President Academic
- PSU PhD and Research Officer
- Publicity Officer
- Equality Officer
- Faculty Officer
- Chair of Council
- Student Life Representative
- MIC Representative
- C&S Representative
- PSU Staff member (non-voting)

All positions on the Executive are required to undertake an orientation workshop provided by the PSU.

8.2 The management of the PSU by the Executive Committee, consisting of the members listed above has the following responsibilities including but not limited to:

8.2.1 a) The organizational strategy of the PSU
b) Representation of the PSU's members
c) Campaigns that promote the interest of the PSU members
d) The implementation of policy set by the PSU Council
e) The allocation of PSU funds to specific projects up to a maximum limit recommended by the Sabbatical Officers and approved by PSU Council.

8.2.2 Holding the PSU Sabbatical Officers to account by:
a) Ensuring accountability and transparency through debate and policy actions
b) Ensuring that issues arising for the PSU are addressed

8.2.3 Ongoing financial oversight by:
a) Continued focus on budget expenses to be part of meetings

8.3 The Executive must fulfil its function and remit paying heed to this constitution.

8.4 The following core meetings are required to take place:

a) The Executive is required to meet a minimum of six times in Semester 1 and 2. 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 are required to attend all Executive meetings and perform duties as per the 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 meetings is 50% of officers.
- 8.8 No Executive 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 Representative bodies unless it is in fulfilment of their role on the PSU Executive.
- 8.11 The positions of PSU President and Vice President Academic are full-time sabbatical officer positions of the PSU. The President and Vice President Academic shall not be eligible to stand and serve more than two terms in office.
- 8.11.1 The PSU President and Vice President Academic shall be paid a remuneration determined by PSU Council and reviewed at a General Meeting annually.
- 8.11.2 The post holders will not receive any other wage/reimbursement/allowance or any possible payment other than the remuneration agreed by Council.
- 8.11.3 The PSU President and Vice President Academic positions are elected officers of the PSU and are not employees of the PSU. They will be required to sign and abide by an Officer Agreement.

Article 9: Class Representatives

- 9.1 All Postgraduate Class Representatives are members of the Class Representative Forum facilitated by the University of Limerick Student Life (ULSL). The PSU Vice President will address postgraduate issues in this forum.
- 9.2 The Class Representative Forum, hereafter called 'Class Reps Forum'. Class Reps Forum shall be a forum to open the channel of communication between department representatives and the class representatives within their respective departments.
- 9.3 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 ULSL Vice President Academic who will act as the Class Reps Forum Chair.
- 9.4 Class Reps Forum shall consist of the ULSL Vice President Academic, ULSL Student Council Chairperson, PSU Vice President Academic, department representatives and all class representatives.
- 9.5 Class Representatives shall be directly elected by the members of the union in their constituency as outlined in Schedule III: Representatives of this constitution.
- 9.6 All PSU members shall have participant status at Class Reps Forum but can be asked to leave at the request of the Chair. Class Reps Forum may grant Participant or Observer status on any other person as deemed appropriate.

9.7 Postgraduate class representatives are welcomed to the training that is provided by the ULSL on agreement with the ULSL.

Article 10: Electoral and Referenda Board

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. (See Appendix III, ERB Rules and Guidelines).

Article 11: University of Limerick Student Life

11.1 The PSU recognizes the University of Limerick Student Life, hereafter known as 'ULSL', as the representative body for undergraduate students in the University. The PSU is recognised by the ULSL as fully autonomous and as the representative body for all postgraduate students in the University on all postgraduate issues.

11.2 There should be a PSU Executive Nominee on ULSL's Executive and Council. A representative of ULSL shall be a member of the PSU's Executive and Council.

11.3 The PSU shall endeavour to have a Memorandum of Understanding (MoU) with ULSL and included as Schedule IV to this Constitution.

11.4 This MoU describes the working relationship and financial arrangement between the PSU and ULSL.

11.5 Should both unions come into unresolvable conflict, an external mediator will be hired to work through the dispute with both parties. If the dispute remains unresolved, a Commission of Arbitration shall be called to relieve the situation. The remit of the Commission of Arbitration and its membership is outlined in Schedule V of this Constitution.

Article 12: Clubs and Societies

12.1 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.

12.2 The PSU recognizes the current autonomy of Clubs & Societies Council in determining Clubs & Societies policy and co-ordination of Clubs & Societies activities, under the auspices of ULSL.

12.3 The PSU President or their nominee shall sit on the Clubs & Societies Executive and report 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 their responsibility to ensure PSU Council is consulted.

12.4 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 their responsibility to ensure Clubs & Societies Council is consulted.

Clubs & Societies Council

12.5 The Clubs & Societies Council shall consist of the Clubs & Societies Executive, and at least one liaison officer from each club and society.

12.6 The Clubs & Societies Council shall meet at least three times per semester.

12.7 All Clubs & Societies Council Meetings shall be quorate if there is 50% of recognised clubs and societies plus one.

12.8 Clubs & Societies Council meetings shall be run in accordance with the procedures and standing orders contained within the Clubs & Societies Rulebook.

Clubs & Societies Executive

12.9 Clubs and societies are represented on the Executive by a Clubs Officer and a Societies Officer that is elected by the method defined in ULPSU's constitution by the clubs or societies delegates.

12.10 The PSU President or their 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.

12.11 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

12.12 The PSU currently distributes 50% of the postgraduate student capitation received annually to fund clubs and societies. This allocation of Capitation was approved at the PSU EGM for a three-year term. This provision will be reviewed at the PSU AGM in the academic year 2023/2024.

12.13 This transfer will take place twice annually after the payment of Capitation has been paid by the University.

12.14 All recognised clubs and societies shall compete on an equal basis for funds allocated by the PSU and ULSL. All money not claimed by individual clubs and societies shall be reallocated to clubs and societies in the following year's budget.

12.15 The PSU President shall provide the annual budget for the current academic year to Clubs & Societies Council during the autumn semester.

Article 13: Financial Procedures

13.1 The PSU requires that there is oversight on all purchases made by the President, Vice President Academic and Secretary-General, aka Financial Controller, during the Sabbatical Officers' term.

13.2 The Financial Controller shall, when required, withdraw monies to the total amount of €500 (five hundred euros) for daily expenses for petty cash. This withdrawal shall share a dual mandate and be fulfilled by two authorised signatories.

13.3 In order to ensure continuity the Secretary-General shall sign as a third signee on the PSU Accounts.

13.5 Petty cash and cheque expenditure shall be accounted for by the maintenance of budget and expenditure sheets by the Financial Controller, and the collection of all receipts and invoices.

13.6 Budget and Expenditure sheets shall be overseen by the Vice President Academic of the PSU as per Constitutional remit and require monthly assessment and approval.

13.7 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 Council.

13.8 The Financial Controller 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 Academic or Financial Controller or both, will meet with the President to sign off on the spending. When paying by cheque, the Financial Controller of the PSU is required to have a dual mandate which is served by the President of the PSU and in the case of the absence of the President, the Vice President Academic can sign as a third signee.

13.9 Credit Card purchases may be made with the approval of two of the three signatories.

13.10 Cash withdrawals may not be made on the PSU credit card, unless in an emergency and only approval by at least two of the signatories.

13.11 Due to the nature of the PSU working in close quarters alongside the ULSL, 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 ULSL, then the ULSL must charge the PSU for its element of the cost depending on the number of members involved, and invoice as such.

13.11 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.

13.12 It is the responsibility of the President and the Vice President Academic 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.

13.12 The Financial Controller should provide the external accountant with all relevant financial materials before the financial year end of August 31.

13.13 Those with a key role and oversight in the PSU finances are: President, PSU Vice President Academic, PSU Secretary-General, PSU Financial Controller, PSU Executive Committee Members, PSU external accountant, Financial Comptroller, PSU Council.

13.14 At the end of the financial year, the PSU audited accounts must be presented and approved at the PSU AGM.

13.15 A copy of the approved PSU audited accounts shall be provided to the ULSL Council and Clubs & Societies Council.

Article 14: Meeting Minutes

At all meetings of the PSU, minutes shall be taken which shall be uploaded and any necessary corrections made, at the next appropriate meeting. Confirmed minutes shall be filed and made available to all students. All PSU General, Executive and Council meeting minutes will be available on or before the end of the academic year on the PSU website, ulpsu.ie

All meeting materials of the PSU General, Executive and Council meetings shall be considered open to all members of the PSU. However, the members of the listed meeting may vote to hold a specific meeting or item as a closed session.

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

Article 15: Constitution and Amendments

15.1 A copy of this constitution, including amendments, shall be available on the PSU website, ulpsu.ie.

15.2 Alterations to the articles of this constitution must be decided at an AGM or EGM and details are available in Appendix II of this constitution.

15.3 Proposed changes to this constitution must have approval of two-thirds of members present and voting at an AGM or EGM.

15.4 Constitutional amendments come into effect the day after the AGM or EGM at which it was passed.

15.5 PSU Council can amend the Schedules of this constitution.

15.6 Proposed changes to the schedule of this constitution must have approval of two-thirds of eligible voting members present at the Council meeting.

15.7 The Constitution shall be reviewed by the PSU 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.

Article 16: Removal of an Executive Officer or Council Rep

16.1 Every directly elected Executive Officer or Council member, to include Sabbatical Officers, 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.

16.2 Where such a proposal is approved it shall take effect upon the declaration of the Returning Officer.

16.3 A quorum for the removal of an officer shall be 50% of the total valid poll in the previous election of the position.

16.4 Where such a proposal is approved, they will be deemed to have resigned and may not stand for re- election in any subsequent election.

16.5 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 this Constitution. The indirectly elected Executive and Council members are members that are appointed by proposal and approval by Council rather than through election at the AGM.

16.6 Any PSU Executive Nominee, can be excluded from representing postgraduates on PSU and University committees. The PSU should then seek the PSU Executive to nominate a replacement representative.

16.7 The regulations for a ballot to remove a member of the Executive or Council from office shall be determined by the Returning Officer, within the limits of this constitution, in accordance with Schedule I.

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 PSU remains unsatisfied with the ruling of Union Council, they can forward a motion to hold a general meeting as per Schedule II.

Article 18: Definitions

Academic Year – shall begin on the first day of the autumn semester and end on the last day before the following academic year of the spring semester as defined by the University Academic Calendar.

Class – undergraduate and taught postgraduate classes for each year of every course as defined by the University of Limerick. In the case of Research Postgraduates, a class shall be defined as their Faculty of research.

Class Representative – as defined in Article 9.

Clubs & Societies Council – as defined in Article 12.

Clubs & Societies Executive – as defined in Article 12.

Computer Labs – a space which provides computer services to members of the University of Limerick on and off campus.

Constitution – this document in its entirety.

Council – as defined in Article 7.

Directly Elected – a union position elected from the entire student population.

Executive – as defined in Article 8.

Faculty – one of the constituent Faculties of the University of Limerick.

General Meeting – as defined in Article 6.

Indirectly Elected – a PSU Executive Officer or Council Member position appointed by proposal and approval at PSU Council.

Non-Voting Member Status – shall have full member rights except the right to vote.

Observer Status – a person having rights to attend and observe PSU General, Executive or Council meetings without communication.

Policy – a course of action and/or guiding principle intended to reflect the aims and objectives of the PSU as outlined in Article 3.

Participant Status – a person having rights to attend and speak at PSU General, Executive or Council meetings.

Referenda – as defined in Article 5.

Rep – Representative

Semester – is an academic semester as defined by the University of Limerick academic calendar.

Teaching Week – any week in which scheduled teaching takes place during a semester.

Term – an entire academic year

PSU – The University of Limerick Postgraduate Students' Union.

PSU office – The President's and Vice-President Academic Research office in the PSU Common Room.

University – University of Limerick, as defined in the Universities Act 1997.

University Day – is 9am to 5pm on a Monday, Tuesday, Wednesday, Thursday or Friday during all semesters, excluding University of Limerick holidays.

ULSL – University of Limerick Student Life, formerly ULSU

Schedules

- Schedule I Election and Referenda Regulations**
- Schedule II Meeting Regulations**
- Schedule III Executive and Council Job Descriptions and Terms of Office**
- Schedule IV Memorandum of Understanding between PSU and ULSL**
- Schedule V Mediation**
- Schedule VI Commission of Arbitration for PSU and ULSL**
- Schedule VII Publications**
- Schedule VIII PSU Staff**

Schedule I: Election and Referenda Regulations

This schedule outlines what to do for all referenda and elections and for all positions in the Union. It also outlines the procedure to follow if a vacancy occurs in any position within the PSU Executive or Council.

A. Returning Officer

1. The Returning Officer, who shall not be a full member of the Union, shall be appointed annually by the PSU Executive.
2. The Returning Officer shall be responsible for the conduct and administration of all union elections including the PSU elections for the sabbatical position of President and Vice President Academic and shall have the sole interpretation of the election and referenda regulations.
3. The Returning Officer may appoint a deputy and assistants to support them in their duties.
4. The role of Returning Officer shall be a voluntary role.

B. The Returning Officer Shall:

- a. Co-ordinate the election according to the election rules and regulations set down by the Electoral and Referenda Board.
- b. Oversee the count and announce the official results of the Sabbatical Officer elections.

C. The Electoral and Referenda Board (ERB)

1. Under Article 10, there shall be an ERB to liaise with the Returning Officer in the running of elections and referenda of the Union.
2. The membership of the ERB shall be:
 - a. One nominee of the PSU Executive
 - b. One nominee of the PSU Council
 - c. One nominee of Clubs & Societies Council
 - d. One nominee of UL Student Life

- e. One PSU Sabbatical Officer not seeking re-election. Should no Sabbatical Officer qualify, PSU Council shall nominate a second representative for membership of the ERB.
3. No member of the Electoral and Referenda Board may be seeking election or otherwise 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.
 4. 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 with this constitution, through the Returning Officer.
 5. Where an election is in progress under this constitution, the Returning Officer, under the direction of the Electoral and Referenda Board, may, at their discretion, make such regulations as may be appropriate to govern the canvassing or other activities of candidates or their agents in seeking election. A template of the ERB Rules and Guidelines can be found as Appendix III of this Constitution.

D. What to Do When a Referendum is Called For

1. Motion:

i. The motion to be put in a referendum shall be worded by the Returning Officer and shall be checked by PSU Council and motion propose, and may be altered if it is considered ambiguous, so long as the intention of the original motion is not changed.

2. Arrangements:

- i. At least five days' notice of a referendum shall be given.
- ii. The referendum wording is to be posted publicly in the PSU Common Room at least five working days before the referendum.
- iii. A referendum shall be held not less than two and not more than four teaching weeks after it has been called.
- iv. All referenda will be carried out by electronic voting.
- v. The union shall advertise the upcoming referendum.
- vi. Referenda shall be restricted to one per topic per academic year.

4. Validity:

- i. For the result of a referendum to be valid, at least 15% of Union members shall vote, these votes shall be to provided and verified by the Returning Officer.
- ii. 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.

E. When Should Elections Happen?

1. President and Vice-President Academic elections take place on or before July 31 of the academic year.
2. The election of the Executive and Council takes place at AGM no later than Week 6 of the first semester of the academic year.
3. Vacant Executive and Council posts can be filled upon nominations being brought by motion to the PSU Council by any member for approval and ratification.
4. The Sabbatical Officer election dates shall be proposed in semester 2 and approved by PSU Council.

F. Nominations

6. Nomination forms for the position of President and Vice-President Academic will be available at 9 o'clock of the nomination's weeks, prior to Election week in the second semester. These forms will be available online through the nomination website, or from the Secretary-General if the nomination site does not offer online nominations.
7. Candidates for the Sabbatical Officer posts shall be nominated by the signatures of 20 members of the PSU.
8. The nomination website shall contain the election rules and guidelines set down by the Electoral and Referenda Board (ERB). A copy of the job descriptions for each position in the election will be available from the nomination website and on the PSU website, ulpsu.ie
9. The ERB rules and guidelines shall also contain information on the facilities the PSU will make available to each candidate.
10. The official nomination forms shall contain, as well as the required number of nominators, the candidate's name as registered with the University, UL student ID number, UL course, and candidate's mobile number, as well as the name of the candidate's campaign manager and their mobile number.
11. A member may not nominate 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.
12. Nomination forms must be submitted no later than 12:00 noon on the close of nominations. The nomination period for the PSU elections shall be open for a minimum of two weeks. Election day(s) shall take place within seven University days after the close of nominations.

13. Should no nomination forms be returned by close of nominations, an Election Convention consisting of the PSU Executive and the Returning Officer of the PSU shall be held during the week following the close of nominations. The purpose of this meeting and convention is to decide on the date at which nominations will reopen.

14. A copy of the ERB Rules and Guidelines and job descriptions are available from the PSU Secretary-General in either a soft or hard copy, if requested by members with the intention of running in the election.

G. Publicity About an Upcoming Election

1. The Returning Officer shall ensure the dates of elections for Sabbatical Officers, a copy of the election timetable and a copy of the election rules and regulations, job descriptions etc. shall be posted on the PSU website and social media outlets.

2. The Returning Officer shall produce a list of candidates, to include the list of nominators, which shall be displayed on the union PSU noticeboards within 48 hours of the close of nominations.

3. The PSU shall promote voting for elections.

H. Campaigning Rules and Regulations

1. The canvassing and campaigning rules and regulations shall be contained in the election rules and guidelines set down by the ERB.

2. Where an election is in progress under this Constitution, the Returning Officer, under the direction of the Electoral and Referenda Board, may, at their discretion, make such regulations as may be appropriate to govern the canvassing or other activities of candidates or their agents in seeking election.

3. A template of the ERB Rules and Guidelines is part of this Constitution in Appendix III.

I. Candidate's Campaign Materials

1. 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.

2. Nothing shall be published by any candidate unless it is accompanied by the clear insertion "Issued By 'Name of Campaign Manager', Campaign Manager for 'Name of Candidate'", so the source is it is clearly identifiable

4. The PSU allows each candidate to submit a one-minute video for circulation on the PSU social media sites during the election campaign.

J. Candidate's Electoral Spending

1. The Union shall provide limited electoral assistance to each candidate as agreed by the PSU Executive.
2. Candidates shall not be in receipt of sponsorship, gifts, or a benefit-in-kind from vested commercial, political, or outside interests.
2. If the candidate is found to have breached the electoral provisions of this constitution, the Returning Officer and the ERB shall determine the appropriate consequence as per the Electoral and Referenda Board Rules and Guidelines contained in Appendix III.

K. 'Hustings'

The public discussions with or between candidates in an election or referendum held by the PSU 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:

- a) The hustings for candidates for each position shall be in alphabetical order.
- b) Candidates shall have equal time for their main speech and no less than a third of that time for summing up.
- c) Order of speeches shall commence and rotate alphabetically for subsequent questions.
- d) Questions from the floor must be addressed to all candidates in respect of each role.
- e) Parliamentary language shall be observed throughout the hustings.

L. Complaints during the Campaign and Elections

1. 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 their candidate's nominee.
2. Any complaint against the conduct or administration of the election should be received by the Returning Officer before the start of the count.
3. The Returning Officer will deal with the complaint in accordance with the ERB Rules and Guidelines.
3. The Electoral and Referenda Board shall have the power to discipline or disqualify any member of the PSU who:
 - i. Breaches the election or referendum regulations.

- ii. Obstructs members of the ERB in furtherance of their duties.
 - iii. Disobeys a legitimate instruction from the ERB.
 - iv. Obstructs a candidate or candidate's agent or member of a referendum campaign in their campaigning for an election or referendum.
 - v. Publishes defamatory material.
 - vi. Any such conduct which the ERB considers inappropriate.
4. Disciplinary powers of the ERB shall be:
- i. Public reprimand
 - ii. Monetary fines
 - iii. Expulsion from Hustings
 - iv. Withdrawal of the Union electoral assistance
 - v. Disqualification from the election
5. 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 ERB after consultation with the campaign manager(s) concerned.

M. Bye-Elections

- i. Should a President or Vice President not finish their full term, Council may decide to call an election for this position, which shall be known as a bye-election.
- ii. Should a President not finish their full term, a Vice President may be co-opted by Council to serve as President for the remainder of that term.

N. Voting Procedures

1. All elections shall be by a secret ballot and by the system of proportional representation by single transferable vote.
2. The Electoral and Referenda Board will decide if there is a need for an electronic or paper ballot, or both.
 - I. For a paper election:**
 - i. A voting paper will be issued to each voter, which shall bear the PSU stamp and votes will be cast in sealed ballot boxes.
 - ii. Ballot papers shall bear the name of each candidate and the office being contested.
 - iii. There will be a facility for reopening nominations.
 - II. For an electronic election:**
 - i. An electronic ballot (or e-ballot) will be issued to each voter.

- ii. The election site shall be considered by the Union of the ballot paper in the absence of the Union stamp.
 - iii. Votes will be cast by the voter and electronically added to the count.
 - iv. 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.
 - v. There will be a facility for reopening nominations.
 - vi. The election site will be approved by Council.
3. Reopen nominations (RON) shall be a candidate in all PSU elections.

O. When There Is a Paper Ballot

- a. Polling stations shall be situated in areas giving greatest convenience to member sand shall open between 07:00 and 11:00 and shall close between 19:00 and 21:00, having remained open for a duration of at least 10 hours.
- b. The location of the polling stations shall be decided by the Electoral and Referenda Board and be published by the PSU upon instruction from the Returning Officer at least 24 hours in advance of Polling Day(s).
- c. No other polling station can be opened other than those authorized by the Electoral and Referenda Board.
- d. In any paper election, voters shall produce a University ID Card before being allowed to vote. Only a University of Limerick ID Card or a letter from the University of Limerick Administration confirming student status shall be accepted as authentication of a student's ID number. They are the only forms that shall be accepted.

P. When There is an Electronic Ballot

- a. Electronic Polling will follow the same polling principles as a paper election, insofar as possible.
- b. All computer labs on campus and off will be considered polling stations.
- c. The electronic electorate will be based on the registered postgraduate students in the University of Limerick database held and updated by Academic. Only registered members will be in the database on the day of polling.

P. The Election Counting and Declaring of Votes for a Paper Ballot

- a. The counting of votes shall take place immediately after the closing of the polling stations.

- b. 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 or their nominee, for each of the declared candidates for that particular count.
- c. The counting procedures shall ascertain total poll, valid poll, and quotas for each position.
- d. The official results being declared by the Returning Officer after each count.
- e. 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.
- f. 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.
- g. A space adjacent to the designated area of the count shall be reserved for tally persons.

Q. The Election Counting and Declaring of Votes for an Electronic Ballot

- a. With an electronic election count there is no count, and the results are immediate.
- b. In the case of an electronic ballot the recount shall take place within four University days.

Q. Elections During a Pandemic

- a. In the case of a pandemic affecting the running of elections, the PSU Executive and Council may amend the dates of the election to preserve the integrity of the Union.

R. Standing For Election

- 1. Any current member, subject to any restrictions, is eligible to run in PSU elections.

S. Standing for Election to the Executive

- 1. Any current member, subject to any restrictions, is eligible to run in PSU Executive elections.
- 2. The roles of the PSU Executive for election at AGM shall be:

- i. Publicity Officer
- ii. Equality Officer
- iii. Chair of Council

T. Standing for Election to PSU Council

1. Any current member, subject to any restrictions, is eligible to run in PSU Council elections.
2. The roles of the PSU Council members for election at AGM shall be:
 - i. Technical Rep Campaigns Rep
 - ii. Campaigns Rep
 - iii. Marketing and Promotions Rep
 - iv. Events Rep
 - v. Enablement Rep
 - vi. LGBTQ+ Rep
 - vii. Environment Rep
 - viii. International Rep
 - ix. AHSS Rep
 - x. EHS Rep
 - xi. KBS Rep
 - xii. S&E Rep
 - xiii. AHSS PhD Rep
 - xiv. EHS PhD Rep
 - xv. KBS PhD Rep
 - xvi. S&E PhD Rep
 - xvii. Council Member
 - xviii. Council Member

Schedule II: Meeting Regulations

A. Safe Space

1. PSU meetings are a safe space. Remarks, behaviours or language that is aggressive, disrespectful, threatening, intimidating, or designed to cause harm or disruption is unacceptable and will not be tolerated.
2. If anyone in attendance feels that someone is engaging or has engaged in any activity laid out in paragraph 1 of this section. They may bring it to the attention of the Chair. The Chair may demand the ceasing of such behaviour or the withdrawal of any remark they deem to contravene paragraph 1 this section. The Chair may ask those concerned to leave the meeting if this demand is refused or the activity continues.

3. Minutes from all meetings shall be taken by the PSU staff member in attendance. The PSU staff member authorised to take minutes may be asked to leave meetings at the request of the Chair, at which time the Chair shall nominate a member of Council to take the minutes during this time.

B. AGM

1. 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. If quorum is not met, the AGM must be held within two weeks of the listed date of the original date. (See also Article 6, item 6.4)
2. The President of the PSU is the convenor of the AGM and shall give 14 working days prior notice to all members by means of notices conspicuous locations throughout the University, and through available official online media resources.
3. The President of the PSU shall chair the AGM, or if so wished, a nominee of the President may chair the AGM.
4. Proposed Constitutional amendments will be submitted in writing to the President at least 10 days before the AGM.
5. All business of the AGM 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 available on the website, ulpsu.ie.
7. Amendments to the published agenda must be received by the President no later than three working days before the AGM and published at least one working day before the AGM.
8. Quorum shall be required to carry any motions put forward.
9. Quorum shall be 30 full members.¹
10. In the event of quorum not being met, within two weeks of the original date of the AGM, another AGM shall be conducted, and this procedure will continue until quorum is met.
11. The meeting shall elect the PSU Executive Officers and Council members.
12. The incumbent Executive shall pass over annual reports to newly elected Executive Officers.

¹ Quorum details shall be reviewed annually at the AGM on advice from Council.

C. Council

1. Council shall meet at least but not limited to three times per semester but ideally four times per semester.
2. 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. The Chair of Council shall not have a vote unless there is a tie, at such time they will have the casting vote in accordance with item 7.4.1 from Article 7.
3. The Chair of the Council shall chair all meetings of Council. The Chair shall be responsible for the agenda and shall call any additional 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 Chair of Council in all matters where the Chair is not available. Where either the Chair or Deputy-Chair of Council is not available the meeting, shall elect, from its number, an alternative chair for that meeting.
4. The agenda for a Council meeting shall be circulated at least two university days before the meeting.
5. The standing agenda for a Council meeting shall always contain the following:
 - a) Apologies
 - b) Minutes
 - c) Matters arising from the minutes.
 - d) Officers' Reports and questions to Officers
 - e) Budget balance
 - f) Motions and resolutions
 - g) Sub-committee Reports
 - h) Items for Discussion
 - h) AOB – Any Other Business
6. Any motion from a member will have to be put on the agenda from any Council members.
 - 6.1 The motion must be submitted in writing to the Chair five days before the Council meeting in order for it to be put on the agenda. The motion must be sent by email to the Chair at psucouncil@ul.ie and the Secretary-General at psu@ul.ie.
 - 6.2 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).

6.3 All motions shall include a reference to the relevant article in the Constitution.

6.4 A motion shall be deemed to be carried when a majority of Council members present vote in its favour in a quorate Council.

6.5 At least three University days' notice shall be given by the Chair for all Council meetings.

6.6 An Emergency Council Meeting may be called by the President; a majority of Executive members or one-third of Council members by way of petition to the Chair of Council. An emergency meeting should be limited to one topic. Related motions to the limited topic may also be included at the discretion of the Chair.

D. Executive

1. Executive shall meet at least six times per semester preferably on a bi-weekly basis. The President shall Chair of PSU Executive meetings, or the Vice President Academic in their absence.
2. Further meetings may be called by a written request of a majority of Executive members to the President, and a meeting arranged accordingly.
3. All members of Executive excluding the PSU staff member(s) can vote.
4. 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.
5. All decisions passed by the Executive shall specify the person who is to be responsible for their implementation.
6. The President, or Vice-President Academic in their absence, shall be responsible for the agenda and shall call the meeting.
7. In the event any member declares a conflict of interest with an item under discussion, they should be removed from the meeting for the duration of the declared conflict item under discussion.
8. In the event of neither President nor Vice President Academic being able to attend the arranged Executive meeting, the meeting shall be postponed to the first open date when either can attend, within seven days of the scheduled meeting.

8.1 In the event the Vice President Academic is not in attendance, the President shall nominate a Vice Chair of the meeting.

9. The agenda of Executive meetings will include:

- a) Apologies
- b) Appointing Vice Chair of the meeting
- c) Minutes of the previous meeting
- d) Matters arising from the minutes
- e) Officer reports
- f) Any other business

10. Any Executive member can bring an item for inclusion on the agenda for discussion, provided that notice is given of two University days in advance of the meeting.

E. Notice of Executive Meetings

- 1. At least three University days' notice shall be provided to all Executive members before ordinary Executive meetings during each semester, the set schedule and time for meetings is considered notice.
- 2. At least two hours' notice shall be provided to all Executive members before extra-ordinary Executive meetings during any semester.
- 3. At least seven days' notice shall be provided to all Executive members before Executive meetings outside semester 1 and 2.

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

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.

ULPSU President

Job description, duties, and responsibilities:

Be joint representative of postgraduate students in the University. Represent the Union's members on the University's Governing Authority, Academic Council (jointly) and other boards and committees of the University, as required, operating a feedback feed-forward loop between the University and its postgraduate students.

Be the primary spokesperson of the Union and share responsibility for the coordination of all Union activities. They may, with the consent of the Executive Committee, establish sub-committees, which may include any full members of the Union, for this purpose.

Advocate for the best interests of and support postgraduate students at the University of Limerick. Act in accordance with and uphold the ULPSU Constitution.

Ensure the Union's Executive and Council is elected in accordance with the Constitution.

Share overall responsibility for all Union Office records in liaison with the Vice President and Secretary- General.

Be a point of contact for postgraduate students experiencing issues such as welfare, accommodation, or any issue or concern that arises that affects their student experience. They will identify the appropriate support service, if necessary, to improve the concern and support the student accordingly.

Be a member of the financial Aid committee and in agreement with other members approve loans and bursaries for postgraduate students.

Be jointly responsible with the Vice President to initiate policy for the Union, in consultation with the postgraduate population through the Union's Executive and Council and through General Meetings and if necessary, referenda.

Collaborate with the Vice president for Academic Research, to review and monitor the implementation of policies and procedures developed by the University of Limerick such as Student complaint procedure, Academic regulations, and Postgraduate Student Charter.

Prepare reports with input from the Executive, Council, and PSU staff and present it on behalf of the Union to the University of Limerick Governing Authority Board and to other required committees.

Ensure the Union's Executive and Council are elected in accordance with the Constitution, and members receive necessary training and orientation about the Union.

Attend all PSU Executive and Council meetings and submit a report on work in progress or completed, including but not limited to goals, projects, achievements, issues, and recommendations.

Be Chairperson of the Executive Committee and General Meetings.

Collaborate with PSU Executive, Council members and staff and empower them to carry out the task stipulated under their remit.

Oversee with the Secretary-General the Unions financial matters, be a co-signee on the Unions current account and approve purchases and financial transactions.

Act reasonably and prudently in all matters, and in the best interests of the Union. And exhaust existing policy & procedures within UL to address student issue in collaboration with UL personnel.

Facilitate the updating of ULPSU website and monitoring of the media platforms. Develop and implement communication strategies to engage with students, staff, unions, and other stakeholders.

Coordinate with the Vice President, the initiation and implementation of student led campaigns and ensure its in line with the Unions goals and objectives.

Facilitate a good working relationship between the Union and postgraduate subgroups such as part time, Taught Masters, and research groups.

Be the primary spokesperson of the Union and contact for all campus and off campus media communication. Promote Clubs & Societies to UL Postgraduate community and encourage student participation.

Perform such other function as the executive or council may determine.

Ensure that ULPSU elections happen in accordance with the Union Constitution with the support of the Union's Secretary-General.

Train their replacement for a period of two weeks during the Officer handover period and provide a clear and concise handover/induction to incoming sabbatical Office.

Be a full-time Sabbatical Officer. The President shall take a leave of absence from his/her studies for the duration of their tenure as President, and shall not enter any employment, which conflicts with, or impinges upon, their duties as President of the Union.

ULPSU Vice President Academic

Job description, duties, and responsibilities:

Be joint representative of postgraduate students in the University and be the chief representative of postgraduate students on all Academic and Research committees and other boards of the University as required, operating a feedback feed-forward loop between the University and its postgraduate students. The vice president can nominate faculty reps or research officer to sit on some of this committees and groups.

On the instruction or in the absence of the President, the Vice President will deputise as the president representative.

Represent postgraduate students on all Academic and Research committees and other boards of the University as required, operating a feedback feed-forward loop between the University and its postgraduate students.

Act as a liaison between the Union and the university on academic & research matters.

Advocate for the best interests of and support postgraduate students at the University of Limerick. Advocate and attend to students' academic issues and concerns such as student-lecturer issue, student-supervisor issue, academic policy, grants and funding, academic calendar, and procedures.

Act in accordance with and uphold the ULPSU Constitution. Coordinate the activities of the Union on University Faculty Boards.

Be jointly responsible with the President to initiate policy for the Union, in consultation with the postgraduate population through the Union's Executive and Council and through General Meetings and if necessary, referenda.

Collaborate with the President, to review and monitor the implementation of policies and procedures developed by the University of Limerick such as Student complaint procedure, Academic regulations, and Postgraduate Student Charter.

Work with the President in planning and organising events such as workshops, campaigns and social activities that enhances student experience.

Ensure the Union's Executive and Council are elected in accordance with the Constitution.

Attend all ULPSU Executive Committee, Council Committee and General Meetings and report on work in progress or completed, including but not limited to goals, projects, achievements, issues, and recommendations.

Share overall responsibility for all Union Office records in liaison with the President and Secretary- General.

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 Secretary-General.

Ensure the Union finances are accounted for in a clear and transparent manner in a timely fashion in conjunction with the Union's Secretary-General. At the end of each financial year, 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 Vice President shall ensure that these accounts are submitted to the next meeting of the incoming Executive Committee.

Ensure that the accounts are submitted to the next AGM and meeting of the incoming Executive Committee.

Become a co-signee on the Union's current account and cheques and be requested to approve purchases and financial transactions.

Ensure that ULPSU elections happen in accordance with the Union's Constitution. Act reasonably and prudently in all matters, and in the best interests of the Union. Perform such other function as the executive or council may determine.

Train their replacement for a period of two weeks during the Officer handover period and provide a clear and concise handover/induction to incoming sabbatical office.

Be a full-time Sabbatical Officer. The Vice President shall take a leave of absence from his/her studies for the duration of his/her tenure as Vice President, and shall not enter any employment, which conflicts with, or impinges upon, his/her duties as Vice President of the Union.

Roles and Responsibilities Chair of Council

- Chair Council 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 and Council meetings.
- Maintain a close working relationship with the other Council members.
- Work as part of the PSU Union Team to ensure effective democracy and engagement.

Publicity Officer

- Oversee and manage the Publicity Team from PSU Council
- Be responsible for publicising all meetings and all social events of the Union.
- Take initiative to plan, develop, put into place and evaluate information and communication strategies that present an organisation to the members of the Union.
- Develop campaigns, take creative initiative for events pertaining to your role.
- Work with their Team to help ensure that the postgraduate experience the PSU supports enables a balance between academic and social life for our postgraduate community.
- Sit on the Executive and Council and attend meetings for both.

Equality Officer

- Oversee and manage the Equality Team from the PSU Council.
- Be responsible for the fair representation of all student groups within the UL Postgraduate Students' Union.
- Be responsible for representing the interests of particular student groups which shall include but are not limited to the following students: students with disabilities, mature students, LGBTQ+ students, students of all faith groups, international students, part-time students, student carers, care leavers, student parents, sanctuary students.
- Develop campaigns, take creative initiative for events pertaining to your role.
- Attend PSU Executive and Council meetings as per the PSU Constitution.

Faculties Officer

- Represent all faculties on the Executive and their own individual faculty on our Council.
- Attend Executive meetings once every two weeks.

Publicity Team

Technical Representative

- Work with the Publicity Officer and Team to develop creative initiatives to engage with the postgraduate community at UL.
- Assist the PSU Secretary-General with the website and its maintenance
- Sit on our Council, which meets at least three times per semester.

Campaigns Representative

- Work with the Publicity Chairperson and Team to develop creative initiatives to engage with the postgraduate community at UL
- Sit on the PSU Council, which meets at least three times per semester.

Marketing and Promotions Representative

- Work with the Publicity Chairperson and Team to develop creative initiatives to engage with the postgraduate community at UL
- Sit on the PSU Council, which meets at least three times per semester.

Events Representative

- Work with the Publicity Chairperson and Team to develop creative initiatives to engage with the postgraduate community at UL
- Develop campaigns, take creative initiative for events pertaining to your role.
- Assist at PSU events as needed by the Publicity Team, to support the Sabbatical Officers as well as the other members of the PSU Executive and Council.
- Sit on the PSU Council, which meets at least three times per semester.

Equality Team

Enablement Representative

- Work with the Equality Chairperson and Team to run campaigns and organise events to raise awareness
- Promote inclusion for all UL postgraduate students
- Sit on our Council, which meets at least three times per semester.

LGBTQ+ Representative

- Work with the Equality Chairperson and Team to run campaigns and organise events to raise awareness
- Promote inclusion and inclusion within the PSU and University
- Sit on our Council, which meets at least three times per semester.

Environment Representative

- Work with the Equality Chairperson and Team to run campaigns and organise events to raise awareness on environmental issues
- Take creative initiative to develop strategies to encourage environmental health for the PSU and its members
- Sit on our Council, which meets at least three times per semester.

International Representative

- Work with the Enablement Team
- Sit on our Council, which meets at least three times a semester, and communicate with the Publicity Chairperson throughout the year in order to organise events and activities for our international postgraduate students here on campus.
- Provide support for our international students
- Develop campaigns, take creative initiative for events pertaining to your role.

Faculty Team

Faculty Representatives (one from each Faculty)

- Work with the Faculty Team on issues and take creative initiative to develop strategies that support the postgraduate community.
- Serve as postgraduate representative on Faculty Boards as nominees of the Postgraduate Students' Union
- Sit on the PSU Council which meets at least three times per semester
- Liaise with the Vice President Academic 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 shall be elected as the Faculties Officer on the PSU Executive
- In the event of there being no Faculty Officer representative for a Faculty, the Vice President Academic shall take on this role in addition to their normal duties

PhD and Research Faculty Officers

- Must be a current PhD or Research Student at the University of Limerick
- Work with the PhD and Research Faculty Team on issues and take creative initiative to develop strategies that support the postgraduate research community.
- Serve as the Research representative on Faculty Boards as nominees of the Postgraduate Students' Union
- Sit on the PSU Council which meets at least three times per semester

- Liaise with the PhD and Research Officer during the department hubs that take place during the semesters.
- In the event of there being no PhD and Research Faculty Officer, the PSU PhD and Research Officer shall take on this role in addition to their normal duties

Council Members

- Attend and actively participate in Council meetings which meet at least three times per semester
- Contribute to a specific Team (as discussed with the PSU Sabbatical Officers) through committees or working groups
- Ensure the Council is meeting and is following its remit as per the PSU Constitution

Schedule IV: Memorandum of Understanding between PSU and ULSL

Schedule V: Mediation for PSU and ULSL

1. In the event of any dispute arising between the PSU and ULSL with respect to the Memorandum of Understanding, the parties shall first agree the following process:
 - (a) That they will contact the Mediators' Institute of Ireland to request that they identify three potential mediators from which the parties agree the identify of one whom they will agree will be appointed the 'Mediator' for the purposes of the Agreement to Mediate provided for at Para 1(b) below. In the event that the parties cannot agree the identity of the 'Mediator' the parties will then invite the Mediators' Institute of Ireland to appoint a suitable 'Mediator' at which time the parties will be bound to agree his/her appointment for the purposes of Para. 1(b) below
 - (b) Upon the Parties agreeing the Identity of the 'Mediator' all parties will be invited to sign the terms of the attached pro-forma Agreement to Mediate set out in Annex ** to this Constitution (or corresponding provision within ULSL).
2. The Parties agree that the terms of this clause shall be a mirror clause in their respective Constitutions (or such other corresponding provision as the case may be).

3. The removal of this Schedule (or corresponding provision) can only be achieved upon either party giving 21 days' notice of their intention to remove the said Schedule (or corresponding provision) prior to securing the consent by an absolute majority of their respective Council or corresponding body within their organisation.
4. The President of the PSU shall have authority to sign the terms of the Agreement to Mediate (a draft of which is set out in Annex ** to this Constitution) or in his/her/their absence, the Vice President Academic or in his/her/their absence the Chair of the Council.
5. The President of the PSU or such other person nominated by the said President, on approval by the Council, shall conduct the mediation on behalf of the PSU.
6. The President of the PSU shall have the authority to sign the terms of any Mediation Agreement, reached following mediation or in his/her/their absence, the Vice President Academic or in his/her absence the Chair of the Council.

Schedule VI: Commission of Arbitration for PSU and ULSL (appendix IV) Commission of Arbitration

1. There shall be a commission of arbitration, hereafter known as the Commission, whose role is to make judgements on:
 - a) Disputes that arise between the Postgraduate Students' Union (PSU) and the University of Limerick Student Life (ULSL)
2. It has been suggested that the following people may form the membership of the commission:
 - a) One former president from each union (PSU and ULSL) who have not held the role of Sabbatical Officer or Student Officer roles within the preceding three years.
 - b) One independent arbitrator appointed by the President of the Chartered Institute of Arbitrators, Ireland.
3. This Schedule shall be a mirror of the schedule in the Constitution of ULSL. There shall be no amendments to either schedule, made unilaterally. Any amendments must be made by agreement from both unions.

Commission Officials

4. The Chairperson of the Commission shall be the independent member as appointed in paragraph 1.b.

5. 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 their nominating body.

Commission Proceedings

6. The Commission shall have the right to decide whether cases are held in public or private.

7. 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.

8. The Commission shall retain the services of a solicitor for clarification on points of law.

9. Access to Commission minutes shall be restricted to:

- a) Current Commission members
- b) Previous Commission members for minutes from their term of office
- c) Current Sabbatical Officers, once six months has passed since the date of ruling

10. Hearings may be requested in writing to the Chairperson of the Commission by:

- a) Affected parties
- b) Council
- c) Executive
- d) The Presidents of both Unions

11. The Commission shall deliberate and come to a simple majority (of all Commission members) ruling on all cases.

12. All decisions of the Commission are final.

13. Commission reports and judgements shall maintain confidentiality of all confidential material sought and presented to them.

14. The costs and disbursements are borne by both parties equally and will be required to be paid prior to the decision of the Commission.

Schedule VII: Publications

1. The Business of the PSU requires openness transparency and availability, as well as the provision of information on a wide range of issues which affect postgraduate students. As such, the utility of an online presence alongside traditional mechanisms for media and communication are available.

2. The President as the face of the PSU shall maintain oversight of the details that are placed in hard or soft format regarding the presence of the PSU.
3. The Sabbatical Officers, and Publicity Officer and Secretary-General shall work together to ensure that the availability of information to the members of the Union is fulfilled.
4. Accountability for the content of any information rests with the Sabbatical Officers and as such they should seek advice from the Executive Committee with regard to anything that is not considered to be conducive to the aims and objectives of the PSU.
5. Use of the PSU facilities for communication without proper approval by those responsible will be seen as contrary to the policy and may be subject to appropriate reprimand by the PSU Council. (See Appendix V: ULPSU social media Policy).

Appendices

Appendix I: Results and Referenda

To date there have been no Referenda. 22.04.2021

Appendix II: Amendment History (This to be changing to a table format)

At the AGM in the Academic year 2015/16, the proposal of a part-time Vice President/Treasurer position was passed.

On March 13, 2019, at the PSU EGM the change in Sabbatical Officer hours of work and rate of pay were agreed as 40 hours/week at minimum wage +€2/hour.

On March 13, 2019, at the PSU EGM it was approved that the Vice President/Treasurer role would become a full-time Sabbatical Officer role, Vice President Academic Research.

On October 8, 2019, at the PSU AGM the additional Executive roles Equality Representative, Part-Time Representative were approved. The additional Council roles were also approved as social media Councilor, Campaigns Councilor, Marketing and Promotions Councilor, Enablement Councilor, and LGBTQA+ Councilor.

On April 4, 2020, PSU Council approved the delay in the PSU Elections for the benefit and integrity of the Union. This approval changed the start date of the incoming Sabbatical Officers to September 1.

On October 29, 2020, at the PSU AGM the structure of the Union's Council in Article 7, 7.4, was agreed to extend from 18 members to no larger than 25 members.

On October 29, 2020, at the PSU AGM the Executive Membership in Article 8, 8.1, as well as Article 12, 12.2, it was agreed that a PSU staff member in an observing capacity shall sit on the PSU Executive rather than a Full-time ULSL member of staff in an observing capacity.

On October 29, 2020, at the PSU AGM, it was agreed that Article 11, 11.9, the 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.

On October 29, 2020, at the PSU AGM, it was agreed to add the clause on Schedule II, 63, Elections during a Pandemic. In the case of a pandemic affecting the running of elections, the PSU Executive and Council may amend the dates of the election to preserve the integrity of the Union.

On April 29, 2021, at the PSU UGM, it was agreed to accept the proposal from C&S for a 50% split of our Capitation on a fixed term contract of three years, which was a change from the 66% previously given to them after wages were taken into consideration.

On April 29, 2021, at the PSU UGM, it was approved to increase the Officers' wages from minimum wage +€2/hr. to minimum wage +€4/hr.

On April 29, 2021, at the PSU UGM, it was approved to run the ULSPU Officer elections with a PSU Electoral and Referendum Board (ERB); its composition is as follows:

One nominee of ULPSU Council

One nominee of Clubs & Societies Council One nominee of ULSL

One nominee of ULPSU Executive

One outgoing ULPSU Sabbatical Officer not seeking re-election (should no Sabbatical Officer qualify, ULPSU Council shall nominate a second representative for membership of the Board)

On September 28, 2021, at the PSU AGM, it was approved to change the end of the financial year of the PSU from the end of May to the end of August each year. This will follow with the end of Term in Office for the Sabbatical Officers and the start of the new Academic Year for the University. This proposal aligns the receipt of the funding from the University to the Union in Capitation.

On September 28, 2021, at the PSU AGM, the document AGM Proposal Financial Procedures was approved. The changes within the document are as a result of the creation of the Financial Controller role at the PSU UGM in 2021. They outline the procedures used by the Union for clarity and transparency of its accounts.

On September 28, 2021, at the PSU AGM, the name Vice President Academic Research was approved to be changed to Vice President Academic. This change is proposed as the Union has created a PhD and Research Officer role to support its PhD and research community.

On September 28, 2021, at the PSU AGM, it was approved that the number of elected Council members is increased from "up to 25" to "up to 30". As the Union member numbers increase, this will allow for greater representation of all its members.

On September 28, 2021, at the PSU AGM, it was approved to have addition four PhD and Research Faculty Officers to the PSU Council. Their role will be to support the PhD and Research community within their faculty, represent their Faculty at Faculty Board meetings and liaise with the PSU Faculty and Research Officer.

On September 28, 2021, at the PSU AGM, changes to the PSU ERB Rules and Regulations as described in the document AGM PSU ERB Rules and Regulations, were approved. These modifications were proposed due to the changing nature of Union elections for President and Vice President Academic. The PSU ERB Rules and Regulations will be included in the PSU Constitution as Appendix III.

Appendix III: ERB Rules and Regulations ERB Rules and Guidelines 20XX²

It is the responsibility of each candidate and their campaign team to read the regulations in full, ensure they are adhered to and to seek clarification where required, by emailing psu@ul.ie.

In addition to Constitutional Requirements, the Electoral and Referenda Board has put in place by-laws and regulations for the elections. Some constitutional elements have been highlighted here as well as other regulations for the duration of these elections.

Dates and details are as follows:

Nominations open: xxxxx, at xxxxx

Nominations close: xxxxx, at xxxxx

Meeting with candidates: xxxxx, at xxxxx

Campaigning Begins: After the Candidates meeting, and once all material has been pre-approved. Hustings: xxxxx

Campaigning Ends: xxxxx, at xxxxx

Voting days: xxxxx, at xxxxx ending on xxxxx at xxxxx

Results: xxxxx, at xxxxx

The elected officers will begin their term on the third Monday of August. Their and subsequent officers' terms are being worked on for proposal.

Candidates and their campaign team members must obey all instructions from the ERB. Failure to do so may result in disciplinary procedure.

Nomination Details

Candidates Name: The students' registered name with the University of Limerick.³

All nominators must be registered as current postgraduate students at the University of Limerick Nominations open xxxxx at xxxxx.

Nominations close xxxx at xxxxx.

A Refundable deposit of €50 (Fifty euro) is required to process the nomination.

² This appendix is the template for the ERB Rules and Regulations.

³ The completed official nomination forms shall contain, as well as the required number of proposers and seconders signatures and corresponding student ID numbers, the candidate's name as registered with the University, ID number, Course. Exceptions to this rule will only be permitted where the candidate can provide evidence showing regular University teaching communication using a name other than their registered name. The purpose of this provision is to accommodate transgender students run for election under the name they are commonly known as. The ERB will conduct a check with relevant University staff to verify the validity of the request.

The deposit is only refundable on the day immediately after polling to each candidate given that, in the opinion of the Returning Officer, the candidate has run a genuine campaign, abided by the rules and guidelines and all their election material has been disposed of correctly.

In the PSU Online Election of xxxx/xxxx, the required documents will be the following:

The Nomination Form from the candidate with the 20 required nominators, their student ID number and their course name and course code.

Completed Declaration & Agreement Form. Completed manifesto softcopy (Word and PDF). A softcopy of candidate's headshot photograph on a white background which they would like to have on the ballot page. The candidate's face must not be obscured.

€50 (Fifty Euro) deposit, transferred to the PSU bank account. Account details will be given with requests of Nomination documents.

Candidates must submit all of the four items listed above via email to psu@ul.ie as well as transfer the deposit by close of nomination on xxxxx at xxxxx.

Once all of the above are submitted to psu@ul.ie by xxxxx, 20xx atxxxxx, the nomination will be considered valid.

Submission of a Nomination Form is considered approval by the PSU, the ERB and its Returning Officer to be in communication with candidates and their campaign managers.

Campaign Meeting to outline Rules
(All must attend)

2.1 A meeting of all Candidates and their Campaign Managers shall take place online xxxxxx at xxxxx. Failure to attend will result in ERB action. Details will be sent upon receipt of all nominations.

Election Details (How the election will be run)

The online election shall take place on xxxxx until xxxxx.

Due to online voting, all computer labs on campus will be considered polling stations and therefore subject to the PSU Constitution governance. Campaigning of any kind is strictly prohibited within 10 meters of university computer labs (applicable if the University campus is open at the time of the elections).

If there is an internet outage on campus on election-day that is >30 min, the ERB may extend the election deadline to correspond with the outage time.

The Returning Officer has the authority to delay declaring election results until such time as all election material has been disposed of correctly.

On election day the candidate or their campaign team are not allowed to hand someone a laptop, iPad, tablet, phone, or any device to vote on. Voting is a private act where you cannot stand beside someone while they cast their vote.

If issues arise with voting and the electorate are unable to do so, voting and campaigning by candidates will be suspended. Once the issue is resolved candidates will be given time to continue their campaign before the new election date. Candidates cannot create any new campaign materials for these additional campaigning days but can reshare previous campaign material once the new election date has been set and they have been officially informed by the Returning Officer or their deputy. In this interlude, candidates can advise through their campaign profiles that there has been a delay in elections with one post.

Campaigning Rules and Regulations

Campaign material must display the constitutionally prescribed “issued by (Name of Campaign Manager), Campaign Manager for (Name of Candidate)”. Any material without the constitutionally prescribed “Issued by (Name of Campaign Manager), Campaign Manager for (Name of Candidate)” shall be immediately removed from circulation. This includes all social media forums.

The SG will bcc all candidates and campaign managers in all announcements, other than Teams meeting invites. The SG will establish who has been included in the email at the beginning of the email (this email is being sent to all Candidates and/or campaign managers, etc.)

All social media pages and posts must also follow this format in the Bio section. “All posts issued by (Name of Campaign Manager), Campaign Manager for (Name of Candidate)”

Normal UL and PSU Postering Policy apply. However, posters do not need to be stamped by the PSU. Electioneering posters are therefore exempt of a PSU stamp requirement to be placed on notice boards. Posters that are not on an official notice board or in a prohibited area will be taken down and will count as a first strike for ERB.

UL Buildings and Estates Signage & Campaigning Rules

No signage is permitted outside entrances to university – see appendices for maps for where signs can be placed. Sign stakes must not be more than 1ft deep in the ground. (4.5)
Signage is permitted along main road for week of election only.

Signs must be removed by end of the election.

Signage cannot obstruct line of sight of pedestrians, vehicle drivers and cyclists.

Signage cannot be erected on any structure, except on official noticeboards. Signs are not to be erected on tree, plants shrubbery.

Stickers on UL infrastructure are strictly prohibited and may result in fines from the UL Buildings & Estates Department.

Blue tack or white tack use on walls is prohibited and may result in fines from UL Buildings and Estates.

Campaigning

At no point can candidates seek or tell people to vote for them in the election until after the meeting with the returning officer, failure to abide by this will result in disciplinary action from the ERB.

Campaigning must not interfere with lectures.

Campaigning must not interfere with traffic on, entering or leaving campus. Candidates will be responsible for any littering of the campus from leaflets disposed on the ground and erected in unofficial areas.

Campaigning within the library building and 5m outside the library door is prohibited.

A softcopy of all promotional materials (posters, flyers, manifesto summaries, social media & website pages or any electronic material etc.) must be submitted to psu@ul.ie via the Chair of the ERB, xxxxx.

The Election Material can be submitted for approval to the ERB at any point after the open of nominations, but no campaign material can be distributed until xxxxx – after the candidates and campaign managers meeting.

Approved social media pages may only be published publicly after the Candidates meeting on xxxxx

Any candidate who is in breach of this regulation shall be subject to sanction by the Returning Officer.

Campaign material will only be approved by the Returning Officer and/or their deputies or assistants from Monday – Friday, between 09:00 and 18:00.

Candidates will be allowed to share one post on their personal social media platforms at the start of the campaign period to indicate their candidacy.

The PSU will share one one-minute video on their social media channels for each candidate through the campaigning period. If candidates fail to submit their video by the given deadline, they will forfeit their opportunity to have a video of their choice promoted by the PSU.

Chalking of UL walkways by candidate's campaign teams will only be permitted if there are less than 10 candidates running in the three elections, if there are 10 or more candidates chalk is not permitted to be used. Chalking of building walls and pillars is strictly prohibited.

The Union electoral assistance for the two fulltime PSU Sabbatical Officer positions: President and Vice President Academic, PSU elections, will be a maximum of €50 electoral funding assistance per person on a vouched expense only basis. Electoral funding will only be given in areas on a vouched receipt basis.

Refunds will be by electronic bank transfer only. Candidates must supply bank details via email.

Campaigning or postering by campaign teams is not allowed within the PSU and/or Student Life building this also includes any PSU/Student Life Facebook pages/Social Media Sites or Information Screens. This is to allow for impartiality of the Unions.

Campaign posters may not be installed/placed on the River Shannon islands.

Any untrue, defamatory election material is prohibited. If a candidate and/or their campaign team is found to have published defamatory material, they must remove it immediately, publish a correction and give a genuine apology subject to ERB approval. The ERB requires the correction to be published in such manner as will ensure that it is communicated to all or substantially all those persons to whom the defamatory statement was published.

Any tagging or negative comments in social media threads will be reviewed by the ERB and will be subject to disciplinary measures as outlined in Schedule I, L, 3, iii.

Candidates must not send emails to “all candidates” for the ERB. The ERB will deal with questions and concerns on a one-to-one basis.

Candidates and their campaign team may not distribute any food items within the Red Raisins confines.

Any candidate/union member/lecturer/person sending email(s), as a candidate or on behalf of a candidate, to the UL Microsoft Outlook distribution list(s) will be considered in breach of the University’s Email Policy (entitled the ‘Code of Conduct for Users of the University of Limerick’s Computing Resources’). No emails are to be sent by any student promoting a candidate to any student with a @studentmail.ul.ie or @ul.ie account. This includes asking people to email on your behalf. Class Reps will lose their email privileges if they email their classes endorsing any candidate.

It is an offence for a candidate to be in receipt of sponsorship, gifts, or benefit-in-kind from vested commercial and/or political interests.

Current Executive Officers not contesting an election may not campaign for any candidate and must remain impartial.

Candidates must not breach the University’s Code of Conduct or Limerick County Council’s bylaws; if a candidate breaches the code of conduct the ERB shall initiate the board’s disciplinary powers.

The PSU logo, UL Logo or any other logos issued by the PSU, or the Electoral & Referendum Board may not be included in campaign material.

All campaign issues and concerns should be addressed to psu@ul.ie and any issues on Election Day(s) should be addressed to the designated representative from the ERB through the PSU. The ERB will only deal with emailed formal complaints.

R.O.N. Campaign

If a student wishes to run a R.O.N campaign, in the interest of fairness they must fill out the declaration form to act as a campaign manager for R.O.N.

R.O.N. material cannot be defamatory towards other candidates. If the ERB deem it as defamatory, it will consider what course of action to take against the potential candidate.

ERB Disciplinary Powers:

Election Observers will be employed by the PSU. They will be visible on campus and in the surrounding housing estates on Election Day.

The Observers are responsible for monitoring all electioneering activities and they shall report on any regulation breach(s) to the Returning Officer/Representation Office who will be entitled to take such action as may be appropriate, up to and including disqualification from the election if deemed appropriate.

If a candidate or a member of their team breaches Schedule II Election Regulations of the PSU Constitution, outlines the ERB can discipline the candidate by:

Public Reprimand & Monetary Fines Expulsion from Hustings

Withdrawn the union electoral assistance. Disqualification from the election

In the event of a rule or rules being broken, the ERB may compel candidate and their campaign team to take specific action. Failure of the candidate and their campaign team to take the specified action in the time allocated may result in disqualification from the election.