



ULPSU

University of Limerick | Postgraduate Students' Union

Bunreacht OL Aontas na Mac Léinn Iarchéime

Constitution of UL Postgraduate Students' Union

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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 bhunreachta seo a leasú trí Reifreann nó Cruinniú Ginearálta.

Is féidir sceidil agus aguisíní an bhunreachta 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 of the University of Limerick (UL), do hereby adopt, enact and give to ourselves this constitution, revoking all previous constitutions for the Postgraduate Students' Union of UL, and notwithstanding any provisions that shall be made for the Union by the Governing Authority of UL.

The constitution derives its authority from the postgraduate student body of UL. 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 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.

Introduction

Brief History

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 since then.

The PSU began operating with one Sabbatical Officer and an Executive Committee and Council. The 2015/16 AGM approved the part-time paid role of Vice President.

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

The 2018/2019 Union General Meeting (UGM) approved (i) the second full-time Sabbatical Officer, Vice President Academic and (ii) 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.

The part-time Secretary-General staff role was introduced in 2018/19.

The part-time PhD and Research Officer staff role was introduced in 2019/20.

The allocation of an office to the PSU in the new Student Centre was approved by the UL Executive Committee and Buildings and Estates in 2020/21.

Mission Statement

The PSU shall represent and defend the interests of postgraduate students at UL 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

Our core values are 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 bhunreacht 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 (UL).

Article 2: Membership

- 2.1 All postgraduate students currently registered at UL shall be deemed members of the PSU.
- 2.2 Any person sitting on the PSU Executive Committee (referred to as ‘Executive’ hereafter) and PSU Council (referred to as ‘Council’ hereafter) shall be a member while they hold their position until the AGM of the following academic year (as defined in Article 18, Definitions).
- 2.3 Members running for election to Executive and Council must be members of the PSU on the date of election.

2.4 Honorary Membership

- 2.4.1 Honorary membership may be granted to an individual for a period of three years, after which Council may decide to renew the membership.
- 2.4.2 Any member of Executive may propose honorary membership for any individual. Such a proposal would require a simple majority of votes at Council.
- 2.4.3 Honorary members shall not have voting rights.
- 2.4.4 Honorary members shall not be eligible to stand in PSU elections.
- 2.4.5 Honorary members shall be eligible to attend PSU meetings of Executive, Council and General Meetings. Honorary members shall also be eligible to attend PSU social and educational events.
- 2.4.6 Honorary membership may be removed from an individual by Council by simple majority.

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, UL 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 UL and elsewhere, where provision has been made for PSU representatives (reps).
- 3.6 Promote and actively pursue the betterment of the welfare of PSU 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 UL Student Life (ULSL) through the Memorandum of Understanding (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 governance of the PSU shall be vested in and exercised by this constitution. The structures of the PSU shall be as follows:
 - a) Referendum
 - b) General Meeting
 - c) Council
 - d) Executive
- 4.3 The PSU is committed to transparency at all levels of the decision-making process and will post minutes of Executive and Council and General Meetings 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 the PSU Council or General Meeting decides by a two-thirds majority to call a referendum or a petition calling for a referendum is signed by at least 80 current postgraduate students.

- 5.3 The Returning Officer shall be responsible for deciding on the wording of the question on the referendum ballot.
- 5.4 The referendum shall be supervised by the Returning Officer.
- 5.5 The polling stations shall be open for 28 hours, at least eight of which shall be manned polling stations on campus.
- 5.6 The rules and regulations for the referendum shall be outlined in a schedule of this constitution (Election and Referenda Regulations) and shall not conflict with the aims and objectives of the PSU.
- 5.7 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, the Results and Referenda appendix of this constitution will 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, outgoing Executive members.
- 6.2 The duties and regulations of PSU General Meetings shall be defined by the Meeting Regulations schedule of this constitution and shall 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 members. The AGM shall provide opportunities for discussion on issues brought to the agenda prior to the meeting. The AGM provides transparency and accountability to members of the PSU on constitutional, representational and financial issues. 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 the Council and Executive Job Descriptions and Terms of Office schedule of this constitution.
 - 3. To present the Annual Report of the PSU for the previous academic year.
 - 4. To present the Financial Report of the PSU for the previous academic 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 in accordance with the Election and Referenda Regulations schedule of this constitution. If a quorum is not met, the AGM must be held within two weeks of the original specified date.

- 6.5 A Union General Meeting (UGM) can be held at any time of the year. A UGM is an assembly to which all PSU members are invited. Matters of concern can be raised, discussed and proposed, and those present take decisions on behalf of the union.
- 6.6 An Extraordinary General Meeting (EGM) can be called at other times of the year to consider issues that can be addressed at a General Meeting only. The same rules of procedure and process apply to the EGM as to the AGM.
- 6.7 An EGM can be called by Executive *or* Council *or* 50 members of the PSU.
- 6.7 If an EGM is called by 50 members of the PSU population, the submission must be made in writing to the President of the PSU and signed by the said 50 members of their own free will.
- 6.8 Should the EGM be requested in writing by 50 members to the President, the President must call an EGM within 15 days of receiving the request.

Article 7: PSU Council

- 7.1 The purpose of the PSU Council (referred to as ‘Council’ hereafter) shall be to provide democratic representation through campaigning work and by creating and implementing policy.
- 7.2 Council shall be the decision-making body of the PSU except in relation to decisions that are made in a referendum or at a General Meeting. Council shall also raise issues that are of concern to its members to the UL senior management team through the PSU President, Vice President Academic, PhD and Research Officer, and Executive.
- 7.3 Council shall have the power to mandate Executive.
- 7.4 Council shall amend the schedules and appendices of this constitution, as appropriate.
- 7.5 Council shall have no fewer than 12 and no more than 32 members. Job descriptions for each member are outlined in the Council and Executive Job Descriptions and Terms of Office schedule of this constitution.
- 7.6 Council shall have the following positions:
 - Executive (up to 12 members)
 - Campaigns Rep
 - Enablement Rep
 - Environment Rep
 - Events Rep
 - International Rep
 - LGBTQ+ Rep
 - Marketing and Promotions Rep
 - Technical Rep
 - Faculty of Arts, Humanities & Social Sciences (AHSS) Rep
 - Faculty of Education & Health Sciences (EHS) Rep
 - Kemmy Business School (KBS) Rep
 - Faculty of Science & Engineering (S&E) Rep
 - AHSS PhD Rep
 - EHS PhD Rep
 - KBS PhD Rep
 - S&E PhD Rep
 - Council Members (2)

- 7.7 All position holders on Council are required to undertake an orientation workshop provided by the PSU.
- 7.8 Executive shall comprise non-voting members of Council except for the Faculties Officer, who represents their own faculty on Council.
- 7.9 The Chair of Council shall not have a vote unless there is a tie, and in such a circumstance, the Chair will have the casting vote.
- 7.10 All PSU members shall have participant status at Council but can be asked to leave at the request of the Chair.
- 7.11 Council may grant participant or observer status on any other person as deemed appropriate.
- 7.12 The PSU staff member authorised 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.
- 7.13 Council members shall be elected at the AGM in Semester 1.
- 7.14 Council is responsible for ensuring the views and opinions of postgraduate students on issues relevant to the UL postgraduate community are brought to the PSU officers. Such issues include but not limited to the following:
- Welfare of students
 - Student accommodation/housing
 - Emergency financial aid
 - Information on grants and funding
 - Childcare benefit
 - Student Facilities including access to Clubs & Societies
- 7.15 Council shall act as a forum at which Executive and Faculty Reps shall engage in discussion on PSU policy.
- 7.16 Council shall discuss UL activities that affect the postgraduate population.
- 7.17 By including Faculty Reps, Council provides Executive with details on the student experience of postgraduates, which can be represented back to the Faculty Boards and, fundamentally, the UL structures with which they are interacting.
- 7.18 The quorum of Council shall be a simple majority of Council members eligible to vote, with each member having one vote.
- 7.19 Council is required to meet at least three times in each of semesters 1 and 2 on dates that are set at the AGM.
- 7.20 The following core Council meetings are required to take place:
- a) One in the first semester following the AGM – a 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.
- 7.21 Absence without apology from more than two consecutive meetings in the academic year by an eligible member shall be deemed to be a submission of resignation by the member, which will be automatically accepted.
- 7.22 The PSU shall follow the procedures and processes as outlined in the Meeting Regulations schedule of this constitution.

Article 8: PSU Executive

- 8.1 Executive shall comprise the following positions:
- President
 - Vice President Academic
 - PhD and Research Officer
 - Equality Officer
 - Faculties Officer
 - Publicity Officer
 - Chair of Council
 - ULSL Representative
 - Mary Immaculate College Representative
 - Clubs & Societies Representative
 - PSU Staff Member (non-voting)
- 8.2 All position holders on Executive are required to undertake an orientation workshop provided by the PSU.
- 8.3 In relation to managing the PSU, the responsibilities of Executive include but are not limited to:
- a) The organisational strategy of the PSU
 - b) Representation of PSU members
 - c) Campaigns that promote the interests of PSU members
 - d) The implementation of policy set by Council
 - e) The allocation of PSU funds to specific projects up to a maximum limit recommended by the Sabbatical Officers and approved by Council
 - f) Holding the PSU Sabbatical Officers to account by:
 - (i) Ensuring accountability and transparency through debate and policy actions
 - (ii) Ensuring that issues arising for the PSU are addressed
 - g) Ongoing financial oversight by continually focusing on budget expenses at meetings
- 8.3 Executive must fulfil its function and remit in according with this constitution.
- 8.4 Executive is required to meet at least six times in each of semesters 1 and 2. This does not limit the number of meetings to six but is a requisite of Executive's procedural operations.
- 8.5 All members of Executive are required to attend all Executive meetings and perform duties as per the constitution.
- 8.6 Absence without apology from more than two consecutive meetings in the academic

year by an Executive officer shall be deemed to be a submission of resignation by the officer, which will be automatically accepted.

- 8.7 The quorum for Executive meetings is 50% of officers.
- 8.8 No Executive member shall hold simultaneous positions 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 UL representative bodies unless it is in fulfilment of their role on 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 for and serve more than two terms in office.
- 8.12 The Sabbatical Officers shall be paid a remuneration determined by Council and reviewed at a General Meeting annually.
- 8.13 The post holders will not receive any other wage/reimbursement/allowance or any possible payment other than the remuneration agreed by Council.
- 8.14 The Sabbatical Officer 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 ULSL. The PSU Vice President Academic will address postgraduate issues in this forum.
- 9.2 The Class Representative Forum (referred to as the 'Class Reps Forum' hereafter) shall be a 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 The Class Reps Forum shall comprise the ULSL Vice President Academic, ULSL Student Council Chairperson, PSU Vice President Academic, department representatives and all class representatives.
- 9.5 Class reps shall be directly elected by the members of the union in their constituency as outlined in the Class Representatives section of the [Student Life constitution](#).
- 9.6 All PSU members shall have participant status at the Class Reps Forum but can be asked to leave at the request of the Chair. The Class Reps Forum may grant participant or observer status on any other person as deemed appropriate.

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

Article 10: Electoral and Referenda Board

- 10.1 There shall be an Electoral and Referenda Board (ERB) as outlined in the Election and Referenda Regulations schedule of this constitution. The procedure for all elections and referenda shall be determined by the ERB (see Appendix 2, ERB Rules and Regulations).

Article 11: Advisory Board

- 11.1 There shall be a PSU Advisory Board, which shall be constituted in accordance with this article.

11.2 Membership

- 11.2.1 Current members of the PSU may not be Advisory Board members.

- 11.2.2 The Advisory Board will comprise between six and nine members.

- 11.2.3 The members of the Advisory Board will be individuals with relevant knowledge or experience, as decided by Executive.

- 11.2.4 The Sabbatical Officers will automatically be members of the Advisory Board during their term in office. The Sabbatical Officers are not included in the tally of six to nine members referred to in 11.2.2 above.

- 11.2.5 At least one member of the Advisory Board must be a former member of the PSU, ideally a former Sabbatical Officer.

- 11.2.6 Individuals will be nominated to join the Advisory Board by Executive but only with the individual's prior consent. The Advisory Board may suggest to Executive nominations or criteria by which a nominee should be sought. This must be approved by a majority of Council members.

- 11.2.7 Membership to the Advisory Board is for a period of up to three years. Membership may be renewed in accordance with the process outlined in 11.2.6 above.

- 11.2.8 PSU Council may remove an Advisory Board member at its discretion by a simple majority decision.

- 11.3 The Advisory Board possesses no authority and cannot mandate any decisions.

- 11.4 Two weeks prior to any scheduled board meeting, the Sabbatical Officers will each send a report on the current state of the PSU to the Advisory Board for its consideration.

11.5 Meeting Procedures

- 11.5.1 The Advisory Board shall regulate the process at its own meetings.
- 11.5.2 At each meeting, a chairperson shall be appointed to chair that meeting. The chairperson can be any member other than a Sabbatical Officer.
- 11.5.3 Council will appoint a secretary to take minutes at each meeting.
- 11.5.4 Council may nominate an attendee to observe at meetings.
- 11.5.5 The Advisory Board will meet formally at least twice per year.
- 11.6 Following each meeting, the secretary and chairperson will write a report to be sent to Executive and Council within four weeks of the meeting.
- 11.7 In gratitude for their service and to facilitate their work, Advisory Board members will automatically be honorary members of the PSU during their term on the board.

Article 12: UL Student Life

- 12.1 The PSU recognises UL Student Life (ULSL) as the representative body for UL undergraduate students. The PSU is recognised by ULSL as being fully autonomous and as the representative body for all UL postgraduate students on all postgraduate issues.
- 12.2 There should be a PSU Executive nominee on ULSL's Executive and Council. A representative of ULSL shall be a member of the PSU Executive and Council.
- 12.3 The PSU shall have an MoU with ULSL, which describes the working relationship and financial arrangement between the PSU and ULSL.
- 12.5 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 the MoU between the PSU and ULSL.

Article 13: Clubs & Societies

- 13.1 Executive or 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 Council or Executive, the issue shall go to a General Meeting.
- 13.2 The PSU recognises the current autonomy of Clubs & Societies Council in determining Clubs & Societies policy and coordinating Clubs & Societies activities under the auspices of ULSL.

- 13.3 The PSU President or their nominee shall sit on the Clubs & Societies Executive and report to both councils. As a member of the Clubs & Societies Executive, the PSU Officer will be a full voting member of Executive. It is then their responsibility to ensure Council is consulted.
- 13.4 A Clubs & Societies Rep shall sit on the PSU Executive and report to both councils. As a member of the PSU Executive, the Clubs & Societies Rep will be a full voting member of Executive. It is then their responsibility to ensure Clubs & Societies Council is consulted.
- 13.5 Clubs & Societies Council shall comprise the Clubs & Societies Executive and at least one liaison officer from each club and society.
- 13.6 Clubs & Societies Council shall meet at least three times per semester.
- 13.7 A Clubs & Societies Council meeting shall be quorate if 50% of recognised clubs and societies plus one are in attendance.
- 13.8 Clubs & Societies Council meetings shall be conducted in accordance with the procedures and standing orders specified in the [Clubs & Societies Rulebook](#).
- 13.9 Clubs and societies are represented on Executive by a Clubs Officer and a Societies Officer, who are elected in accordance with the procedure defined in the [Clubs & Societies Rulebook](#).
- 13.10 The PSU President or their Executive nominee shall be a member of the Clubs & Societies Executive. The remainder of the Clubs & Societies Executive is determined by Clubs & Societies Council and is outlined in the [Clubs & Societies Rulebook](#).
- 13.11 The members of the Clubs & Societies Executive who are elected by clubs and societies may be removed only by Clubs & Societies Council in accordance with the rules outlined in the [Clubs & Societies Rulebook](#).
- 13.12 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 UGM for a three-year term. This provision will be reviewed at the PSU AGM in the academic year 2023/2024.
- 13.13 The transfer of funds will take place twice annually after the capitation has been paid by UL.
- 13.14 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.
- 13.15 The PSU President shall provide the annual budget for the current academic year to Clubs & Societies Council during the autumn semester.

Article 14: Financial Procedures

- 14.1 The PSU requires that there be oversight on all purchases made by the President, Vice President Academic and Secretary-General (who also fulfils the role of financial controller) during the Sabbatical Officers' term.
- 14.2 The Secretary-General shall, when required, withdraw cash in an amount not exceeding €500 (five hundred euro) for daily expenses for petty cash. The withdrawal requires the signatures of two authorised signatories.
- 14.3 To ensure continuity, the Secretary-General shall sign as a third signatory on the PSU accounts.
- 14.5 Petty cash and cheque expenditure shall be accounted for by the Secretary-General maintaining budget and expenditure sheets and collecting all receipts and invoices.
- 14.6 Budget and expenditure sheets shall be overseen by the Vice President Academic as per constitutional remit and shall require monthly assessment and approval.
- 14.7 To maintain accountability and transparency, all purchases deemed to be significant in value by Executive must be agreed by Council.
- 14.8 Where possible, the Secretary-General should ensure that all invoices and expenditure are up to date at the end of each calendar month. The Secretary-General will meet with the President to sign off on the spending at the end of each calendar month. When paying by cheque, it is required to have a dual mandate, which is served by two of the signatories on the account.
- 14.9 Credit card purchases may be made with the approval of two of the three signatories.
- 14.10 Cash withdrawals may not be made on the PSU credit card unless in an emergency and approval by at least two of the signatories.
- 14.11 Due to the nature of the PSU working in close quarters alongside 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 ULSL, then ULSL must charge the PSU for its share of the cost depending on the number of members involved.
- 14.12 It is expected that at all times, completed receipts and invoices will be available for scrutiny at the discretion of Executive and that, where possible, invoices will be sought for services procured.
- 14.13 It is the responsibility of the Sabbatical Officers 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.
- 14.14 The Secretary-General should provide the external accountant with all relevant

financial materials before the financial year end of August 31.

14.15 The following play a key role in and have oversight of PSU finances: President, Vice President Academic, Secretary-General, PSU Executive and Council members, PSU external accountant.

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

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

Article 15: Meeting Minutes

15.1 At all meetings of the PSU, minutes shall be taken and uploaded, and any necessary corrections will be made at the next relevant 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.

15.2 All PSU General, Executive and Council meeting materials shall be considered to be 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.

15.3 The regulations for organising PSU meetings shall be outlined in the Meeting Regulations schedule of this constitution.

Article 16: Constitution and Amendments

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

16.2 Alterations to the articles of this constitution must be decided at a General Meeting (AGM, UGM or EGM). Details of changes since 2019 are available in the Amendment History section at the end of this document.

16.3 Proposed changes to this constitution must be approved by two-thirds of the eligible voting members present at the General Meeting.

16.4 Constitutional amendments come into effect the day after the General Meeting at which they were passed.

16.5 Council can amend the schedules of this constitution.

16.6 Proposed changes to the schedules of this constitution must be approved by two-thirds of eligible voting members present at the Council meeting.

16.7 The constitution shall be reviewed by the PSU at least every three years from the date

of ratification of this constitution and approved by Council. A special constitutional review committee will be set up by Council to complete the review.

Article 17: Removal of an Executive Officer or Council Rep

- 17.1 Any directly elected Executive Officer or Council member, including Sabbatical Officers, can be removed from office on foot of a proposal to that effect. The proposal must be approved by a referendum held in accordance with the Election and Referenda Regulations schedule of this constitution.
- 17.2 Where such a proposal is approved, it shall take effect upon the declaration of the Returning Officer.
- 17.3 A quorum for the removal of an officer shall be 50% of the total valid poll in the previous election of the position.
- 17.4 Where such a proposal is approved, the person in question will be deemed to have resigned and may not stand for re-election in any subsequent election.
- 17.5 Indirectly elected Executive and Council members are appointed by proposal and approved by Council rather than being elected at an AGM. Any indirectly elected Executive Officer or Council member can be removed from office on foot of a proposal to that effect to Council. The proposal must be approved by a majority of Council members.
- 17.6 Any Executive nominee can be excluded from representing postgraduates on PSU and UL committees. If this should happen, Executive shall nominate a replacement representative.
- 17.7 The regulations for a ballot to remove a member of Executive or Council from office shall be determined by the Returning Officer, within the limits of this constitution and in accordance with the Election and Referenda Regulations schedule.

Article 18: Interpretation

- 18.1 In the event of a challenge to any part of this constitution, the President shall interpret the constitution.
- 18.2 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 Council. If the member remains dissatisfied with the ruling of Council, they can forward a motion to hold a General Meeting as per the Meeting Regulations schedule of this constitution.

Article 19: Definitions

Term	Definition
Academic Year	Begins on the first day of the autumn semester and ends on the last day of the spring semester before the following academic year as defined by the UL academic calendar
Care leaver	An adult who has spent time living in care away from their family.
Class	There is an undergraduate and taught postgraduate class for each year of every course as defined by UL. 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 lab	A space that provides computer services to members of UL 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	PSU Executive Committee, as defined in Article 8
Faculty	UL has four faculties: Arts, Humanities & Social Sciences (AHSS), Education & Health Sciences (EHS), Kemmy Business School (KBS), and Science & Engineering (S&E).
General Meeting	As defined in Article 6
Indirectly elected	A PSU Executive Officer or Council member position appointed by proposal and approval at Council, to include ULSL, Clubs & Societies and Mary Immaculate College officer positions.
Monetary fine	A monetary fine may be imposed on candidates in the Sabbatical Officer elections as described in the ERB Rules and Regulations. The fine would be deducted from the deposit the candidate submitted to the PSU to run in the campaign.
Motion	A formal proposal put to a General Meeting of the PSU in compliance with the rules and regulations in the agenda to this constitution
Non-voting member status	Full member rights except the right to vote
Observer status	Permits a person to attend and observe PSU General, Executive or Council meetings without having meeting privileges or being able to vote
Participant status	Permits a person to attend and speak at PSU General, Executive or Council meetings but not vote

Term	Definition
Policy	A course of action and/or guiding principle intended to reflect the aims and objectives of the PSU as outlined in Article 3
PSU	University of Limerick Postgraduate Students' Union
PSU office	The office of the President and Vice President Academic in the PSU Common Room
Referenda	As defined in Article 5
Semester	An academic semester as defined by the UL academic calendar
Teaching Week	any week in which scheduled teaching takes place during a semester.
Term	An entire academic year
ULSL	UL Student Life (ULSL), formerly UL Students' Union (ULSU)
University	University of Limerick, as defined in the Universities Act 1997.
University day	09.00 to 17.00, Monday to Friday during all semesters, excluding UL holidays
R.O.N.	In all sabbatical elections, if voters are not satisfied with the candidates, they can vote to reopen the nominations, i.e. they can vote for "R.O.N." (reopen nominations). If R.O.N. receives more votes than the actual candidates, the election would be reopened.

Schedules

Schedule I: Election and Referenda Regulations

This schedule outlines what to do for all referenda and elections and for all positions in the PSU. 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 member of the PSU, shall be appointed annually by the Executive.
2. The Returning Officer shall be responsible for the conduct and administration of all PSU elections, including elections for the sabbatical positions 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 voluntary.
5. The Returning Officer shall:
 - a) Coordinate the election according to the election rules and regulations set down by the ERB.
 - b) Oversee the count and announce the official results of the Sabbatical Officer elections.

B. Electoral and Referenda Board (ERB)

1. Under Article 10, there shall be an ERB to liaise with the Returning Officer in the running of PSU elections and referenda.
2. The membership of the ERB shall comprise:
 - a) One nominee of Executive
 - b) One nominee of Council
 - c) One nominee of Clubs & Societies Council
 - d) One nominee of ULSL
 - e) One PSU Sabbatical Officer not seeking re-election. Should no Sabbatical Officer qualify, Council shall nominate a second representative.
3. No member of the ERB may seek election or otherwise be involved in the election or referendum for which the ERB has been established. The ERB shall, from its number, select a chairperson. The Returning Officer shall have participant status on the ERB.
4. The ERB shall be in place before each election and shall, through the Returning Officer, implement the election rules and regulations for the academic year in accordance with this constitution.
5. Where an election is in progress under this constitution, the Returning Officer, under the direction of the ERB, 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 Regulations (which are updated every year with current dates) is given as Appendix 2 of this constitution.

C. What to Do When a Referendum Is Called

- 1. Motion:** The motion to be put to a referendum shall be worded by the Returning Officer and checked by Council. So long as the intention of the original motion is not changed, Council may amend the wording if it considers the original wording to be ambiguous.
- 2. Arrangements:**
 - a) At least five days' notice of a referendum shall be given to members.
 - b) The referendum wording is to be posted publicly in the PSU Common Room at least five working days before the referendum.
 - c) A referendum shall be held not less than two and not more than four teaching weeks after it has been called.
 - d) All referenda will be carried out by electronic voting.
 - e) The PSU shall advertise the upcoming referendum.
 - f) Referenda shall be restricted to one per topic per academic year.
- 3. Validity:**
 - a) For the result of a referendum to be valid, at least 15% of all PSU members shall vote.
 - b) The votes shall be provided to and verified by the Returning Officer.
 - c) Motions must be passed by a qualified majority of the valid poll for them to be valid.
 - d) Article 16 takes effect in the case of referenda for the removal of officers.

D. When Should Elections Take Place?

1. Sabbatical Officer elections take place on or before July 31 of the academic year.
2. Should a Sabbatical Officer not finish their full term, Council may decide to call an election for this position, which shall be known as a bye-election.
3. 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.
4. The election of Executive and Council takes place at the AGM no later than Week 6 of the first semester of the academic year.
5. Vacant Executive and Council posts can be filled on foot of nominations being brought by motion to Council by any member for approval and ratification.
6. The Sabbatical Officer election dates shall be proposed in Semester 2 and approved by Council.

E. Nominations

1. Nomination forms for the position of Sabbatical Officer will be available at 09.00 on the opening day of nominations. These forms will be available online through the nomination website.

2. Candidates for the Sabbatical Officer posts shall be nominated by 20 members of the PSU.
3. A copy of the job descriptions for each position in the election will be available from the nomination website and the PSU website, ulpsu.ie.
4. The nomination website shall contain the election rules and guidelines set down by the ERB (i.e. Appendix 2, ERB Rules and Regulations).
5. The ERB rules and guidelines shall include information on the facilities the PSU will make available to each candidate.
6. As well as specifying the required number of nominators, the official nomination forms shall include the candidate's UL-registered name, UL student ID number, course and mobile phone number as well as their campaign manager's name and mobile phone number.
7. A member cannot nominate more than one candidate to the same position for a given election. A nominated candidate cannot nominate anyone else to the position they are running for.
8. Nomination forms must be submitted no later than 12:00 noon on the day nominations close. 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.
9. Should no nomination forms be returned by close of nominations, an Election Convention comprising the PSU Executive and Returning Officer 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.
10. A copy of the ERB Rules and Regulations and job descriptions are available in either soft or hard copy from the PSU Secretary-General upon request by any member who intends running in the election.

F. Publicity about an Upcoming Election

1. The Returning Officer shall ensure that the dates of Sabbatical Officer elections, the election timetable, the election rules and regulations and job descriptions are posted on the PSU website and social media outlets.
2. The Returning Officer shall produce a list of candidates, including the list of nominators, which shall be displayed on the PSU noticeboards within 48 hours of the close of nominations.
3. The PSU shall promote voting for elections.

G. Campaigning Rules and Regulations

1. The canvassing and campaigning rules and regulations shall be included in the election rules and regulations set down by the ERB (Appendix 2).
2. Where an election is in progress under this constitution, the Returning Officer, under the direction of the ERB, 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.

H. Candidate's Campaign Materials

1. Before it can be distributed on campus, all election material shall be approved by the Returning Officer under the guidelines laid down by the ERB.
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 of the material is clearly identifiable.
3. The PSU allows each candidate to submit a one-minute video for circulation on PSU social media sites during the election campaign.

I. Candidate's Electoral Spending

1. The PSU 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.
3. If a 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 ERB Rules and Regulations (Appendix 2).

J. Hustings

1. The public discussions with or between candidates in an election or referendum held by the PSU shall be known as the 'hustings'. The hustings shall be convened by the ERB subject to the direction of the Returning Officer and shall be chaired by the Returning Officer or their nominee.
2. Arrangements for the hustings set down by the ERB and the below standing orders shall be followed:
 - a) The hustings for candidates for each position shall take place 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) The 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 should be used throughout the hustings.

K. 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 ERB within 48 hours of such a complaint being lodged by any member or the candidate or the candidate's nominee.
2. Any complaint against the conduct or administration of the election should be submitted to 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 Regulations.

4. The ERB shall have the power to discipline or disqualify any member of the PSU who:
 - a) Breaches the election or referendum regulations.
 - b) Obstructs members of the ERB in carrying out their duties.
 - c) Disobeys a legitimate instruction from the ERB.
 - d) Obstructs a candidate or candidate's agent or member of a referendum campaign in their campaigning for an election or referendum.
 - e) Publishes defamatory material.
 - f) Engages in any such conduct that the ERB considers to be inappropriate.
5. Disciplinary powers of the ERB shall include:
 - a) Public reprimand
 - b) Monetary fines
 - c) Expulsion from the hustings
 - d) Withdrawal of PSU electoral assistance
 - e) Disqualification from the election
6. All decisions regarding the 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.

L. Voting Procedures

1. All elections shall be by a secret ballot and by the system of proportional representation by single transferable vote.
2. The ERB will decide if there is a need for an electronic or paper ballot, or both.
3. For a paper election:
 - a) A paper ballot bearing the PSU stamp will be issued to each voter, and votes will be cast in sealed ballot boxes.
 - b) Ballot papers shall bear the name of each candidate and the office being contested.
 - c) There will be a facility for reopening nominations.
4. For an electronic election:
 - a) An electronic ballot (or e-ballot) will be issued to each voter.
 - b) The election site shall be considered by the PSU to be the equivalent of the ballot paper.
 - c) Votes will be cast by the voter and electronically added to the count.
 - d) 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 ERB.
 - e) There will be a facility for reopening nominations.
 - f) The election site will be approved by Council.
5. "R.O.N." (reopen nominations) shall be a candidate in all PSU elections.

M. When There Is a Paper Ballot

1. Polling stations shall be situated in areas that provide the greatest convenience to members.

2. Polling stations shall open between 07:00 and 11:00 and shall close between 19:00 and 21:00, having remained open for at least 10 hours.
3. The location of the polling stations shall be decided by the ERB and be published by the PSU upon instruction from the Returning Officer at least 24 hours in advance of polling day(s).
4. No other polling station can be opened other than those authorised by the ERB.
5. In any paper election, voters shall produce a UL ID card before being allowed to vote. Only a UL ID card or a letter from UL administration confirming student status shall be accepted as authentication of a student's ID number.

N. When There is an Electronic Ballot

1. Electronic polling will follow the same polling principles for a paper election as much as possible.
2. All computer labs on and off campus will be considered to be polling stations.
3. The electronic electorate will be based on the registered postgraduate students in the UL database held and updated by Academic Registry. Only registered members will be in the database on the day of polling.

O. Counting and Declaring Votes for a Paper Ballot

1. The counting of votes shall take place immediately after the closing of the polling stations.
2. The only people allowed within the designated area of the count shall be the Returning Officer, the ERB, PSU staff, and the campaign managers or their nominee for each declared candidate for that particular count.
3. The counting procedures shall ascertain total poll, valid poll and quotas for each position.
4. The official results will be declared by the Returning Officer after each count.
5. 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.
6. The Returning Officer shall perform the recount within one University day of the official results being declared for a paper ballot, at a time to be decided by the Returning Officer.
7. A space adjacent to the designated area of the count shall be reserved for tally persons.

P. Counting and Declaring Votes for an Electronic Ballot

1. There is no count for an electronic election, and the results are immediate.
2. A recount for an electronic ballot shall take place within four University days.

Q. Elections during a Pandemic

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

R. Standing For Election

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

S. Standing for Election to Executive

1. Any current member not subject to any restrictions is eligible to run in Executive elections.
2. The following Executive positions are filled by election at the AGM:
 - a) Publicity Officer
 - b) Equality Officer
 - c) Chair of Council

T. Standing for Election to Council

1. Any current member not subject to any restrictions is eligible to run in Council elections.
2. The following Council positions are filled by election at the AGM:
 - Campaigns Rep
 - Enablement Rep
 - Environment Rep
 - Events Rep
 - International Rep
 - LGBTQ+ Rep
 - Marketing and Promotions Rep
 - Technical Rep
 - AHSS Rep
 - EHS Rep
 - KBS Rep
 - S&E Rep
 - AHSS PhD Rep
 - EHS PhD Rep
 - KBS PhD Rep
 - S&E PhD Rep
 - Council Members (x 2)

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. Anyone in attendance who feels that someone is engaging or has behaved in any manner laid out in item number 1 above may bring the behaviour 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 item number 1 above. The Chair may ask those concerned to leave the meeting if this demand is refused or the behaviour continues.
3. Meetings shall be minuted 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 the first semester of the academic year in accordance with the Election and Referenda Regulations schedule of this constitution. If a quorum is not met, the AGM must be held within two weeks of the original specified date.
2. The PSU President is the convenor of the AGM and shall give 14 working days' prior notice to all members by means of notices in conspicuous locations throughout the campus and through available official online media resources.
3. The PSU President shall chair the AGM or, if so wished, will nominate someone to chair the meeting.
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 included 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. A quorum shall be required to carry any motions put forward.
9. The quorum shall be 30 members.¹
10. In the event of a 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 a quorum is met.
11. The meeting shall elect Executive officers and Council members.

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

12. The incumbent Executive shall pass over annual reports to the newly elected Executive officers.

C. Council

1. Council shall meet at least but not limited to three times per semester but ideally four times per semester.
2. At least three University days' notice shall be given by the Chair for all Council meetings.
3. The Chair of Council shall chair all meetings of Council. The Chair shall be responsible for the agenda and shall call any additional meetings. The Deputy-Chair of Council shall be elected from 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 chairperson for that meeting.
4. Voting at Council shall be by simple majority of voting members present. Each Council member shall have one vote, and Executive members 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, and in such a circumstance, the Chair will have the casting vote in accordance with Article 7, item 7.4.1.
5. The agenda for a Council meeting shall be circulated at least two University days before the meeting.
6. The standing agenda for a Council meeting shall always include the following items:
 - 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
 - i) Any other business
7. The following regulations apply to motions:
 - a) For it to be included on a Council meeting agenda, a motion must be submitted in writing to the Chair and to the Secretary-General five days before the meeting. The motion must be sent by email to the Chair at psucouncil@ul.ie and to the Secretary-General at psu@ul.ie.
 - b) The motion has to be proposed and seconded by two Council members.
 - c) The motion will be opened to the floor for discussion, and the votes will be cast by all Council members (excluding Executive members).
 - d) Motions shall include a reference to the relevant article in the constitution.
 - e) A motion shall be deemed to be carried when a majority of Council members present vote in its favour in a quorate Council meeting.

8. Through a petition to the Chair of Council, an emergency Council meeting may be called by (i) the President; (ii) a majority of Executive members or (iii) one-third of Council members. An emergency meeting should be limited to one topic. Motions related 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 every two weeks.
2. The President shall chair Executive meetings. In the President's absence, the Vice President Academic shall chair the meeting.
3. Further meetings may be called by a written request of a majority of Executive members to the President.
4. All members of Executive excluding PSU staff member(s) can vote.
5. Decisions made by Executive must be voted on, and the number of votes cast for and against and abstention votes shall be noted in the minutes. Executive members can abstain from a decision only if there is a conflict of interest.
6. Decisions passed by Executive shall specify the person who is to be responsible for implementing the decisions.
7. The President or, in their absence, the Vice President Academic shall be responsible for the agenda and shall call the meeting.
8. In the event that any member declares a conflict of interest with an item under discussion, they should remove themselves from the meeting for the duration of the discussion of the declared conflict item.
9. In the event that neither the President nor the Vice President Academic can attend the arranged Executive meeting, the meeting shall be postponed to the first open date, within seven days of the scheduled meeting, when either can attend.
10. In the event that the Vice President Academic is not in attendance, the President shall nominate a Vice Chair of the meeting.
11. 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
12. Any Executive member can request an item to be included on the agenda for discussion provided that notice of two University days in advance of the meeting is given.

E. Notice of Executive Meetings

1. At least three University days' notice shall be given to Executive members before ordinary Executive meetings during each semester. The set schedule and time of a meeting is considered to be notice of the meeting.

2. At least two hours' notice shall be given to Executive members before extraordinary Executive meetings are held during any semester.
3. At least seven days' notice shall be given to Executive members before Executive meetings are held outside semesters 1 and 2.

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

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

A. ULPSU President

1. Jointly with the Vice President Academic, represent postgraduate students at UL. Represent PSU members on UL's Governing Authority, Academic Council (jointly) and other boards and committees of the University, as required, operating a feedback feed-forward loop between UL and its postgraduate students.
2. Be the primary spokesperson of the PSU and share responsibility for coordinating all PSU activities. With the consent of Executive, the President may establish sub-committees, which can include any member of the PSU.
3. Advocate for the best interests of and support UL postgraduate students.
4. Act in accordance with and uphold the PSU constitution.
5. Ensure the PSU Executive and Council are elected in accordance with the constitution.
6. Share overall responsibility for all PSU office records in liaison with the Vice President Academic and Secretary-General.
7. Be a point of contact for postgraduate students who experience issues relating to welfare, accommodation or anything else that affects their student experience. If necessary, the President will identify the appropriate support service to improve the situation and support the student accordingly.
8. Be a member of the Financial Aid committee and, in agreement with other members of the committee, approve loans and bursaries for postgraduate students.
9. Be jointly responsible with the Vice President Academic for initiating PSU policy in consultation with the postgraduate population through Executive, Council, General Meetings and, if necessary, referenda.
10. Collaborate with the Vice President Academic to review and monitor the implementation of UL policies and procedures, such as the Student Complaints Policy & Procedures, Academic Regulations & Procedures and Student Charter.
11. Prepare reports with input from Executive, Council and PSU staff and present them on behalf of the PSU to the UL Governing Authority and other appropriate committees.
12. Ensure Executive and Council are elected in accordance with the constitution and that members receive necessary training and orientation about the PSU.
13. Attend all 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.
14. Fulfil the role of chairperson of Executive and General Meetings.
15. Collaborate with Executive and Council members and staff and empower them to carry out the tasks stipulated under their remit.
16. With the Secretary-General, oversee the PSU's financial affairs, be a co-signatory on the current account and approve purchases and financial transactions.
17. Act reasonably and prudently in all matters and in the best interests of the PSU.

18. Exhaust existing policies and procedures within UL to address student issues in collaboration with UL personnel.
19. Facilitate the updating of the PSU website and the monitoring of the media platforms.
20. Develop and implement communication strategies to engage with students, staff, unions and other stakeholders.
21. With the Vice President Academic, coordinate the initiation and implementation of student-led campaigns and ensure such campaigns are in line with PSU goals and objectives.
22. Facilitate a good working relationship between the PSU and postgraduate subgroups such as part-time, taught master's and research groups.
23. Be the primary PSU spokesperson and contact for all on- and off-campus media communication. Promote Clubs & Societies to the UL postgraduate community and encourage student participation.
24. Perform such other functions as Executive or Council may determine.
25. With the support of the Secretary-General, ensure that elections are conducted in accordance with the PSU constitution.
26. Deliver a clear and concise handover/induction to the incoming President during the two-week sabbatical officer handover period.
27. Be a full-time Sabbatical Officer. The President shall take a leave of absence from their studies for the duration of their tenure in the role and shall not engage in any employment that conflicts with, or impinges upon, their duties as PSU President.

B. ULPSU Vice President Academic

1. On the instruction or in the absence of the President, deputise for the President.
2. Jointly with the President, represent postgraduate students at UL. 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 UL and its postgraduate students. The Vice President Academic can nominate faculty reps, PhD reps or the PhD and Research Officer to sit on some of these committees and groups.
3. Act as a liaison between the PSU and UL on academic and research matters.
4. Advocate for the best interests of and support UL postgraduate students. Advocate and attend to students' academic issues and concerns, such as student/lecturer and student/supervisor issues, academic policy, grants and funding, academic calendar and procedures.
5. Act in accordance with and uphold the PSU constitution.
6. Coordinate the activities of the PSU on UL Faculty Boards.
7. Be jointly responsible with the President for initiating PSU policy in consultation with the postgraduate population through Executive, Council, General Meetings and, if necessary, referenda.
8. Collaborate with the President to review and monitor the implementation of UL policies and procedures, such as the Student Complaints Policy & Procedures, Academic Regulations & Procedures and Student Charter.

9. Work with the President to plan and organise events such as workshops, campaigns and social activities that enhance the student experience.
10. Ensure Executive and Council members are elected in accordance with the constitution.
11. Attend all Executive, Council and General Meetings and report on work in progress or completed, including but not limited to goals, projects, achievements, issues and recommendations.
12. Share overall responsibility for all PSU office records in liaison with the President and Secretary-General.
13. Report regularly to Executive on the PSU's financial state and, with the Secretary-General, write a report of income and expenditure after each semester.
14. In conjunction with the Secretary-General, ensure the PSU finances are accounted for in a clear, transparent and timely manner. At the end of each financial year, submit the accounts to Executive for its approval. The accounts shall include all PSU income and expenditure for that financial year.
15. As outgoing Vice President Academic, ensure that the accounts are submitted to the next AGM and next meeting of the incoming Executive.
16. Be a co-signatory on the PSU's current account and cheques, and approve purchases and financial transactions as requested.
17. With the support of the Secretary-General, ensure that elections are conducted in accordance with the PSU constitution.
18. Act reasonably and prudently in all matters and in the best interests of the PSU
19. Perform such other functions as Executive or Council may determine.
20. Deliver a clear and concise handover/induction to the incoming Vice President Academic during the two-week sabbatical officer handover period.
21. Be a full-time Sabbatical Officer. The Vice President Academic shall take a leave of absence from their studies for the duration of their tenure in the role and shall not engage in any employment that conflicts with, or impinges upon, their duties as PSU Vice President Academic.

C. Chair of Council

1. Chair Council meetings.
2. Be responsible for calling Council meetings and forming the agenda with input from other Council and Executive members.
3. Attend scheduled Council and Executive meetings.
4. Maintain a close working relationship with the other Council members.
5. Work as part of the PSU team to ensure effective democracy and engagement.

D. Equality Officer

1. Oversee and manage the Council Equality Team and chair its meetings.
2. Be responsible for the fair representation within the PSU of all student groups, including but not limited to students with disabilities, mature students, LGBTQ+

students, students of all faith groups, international students, part-time students, student carers, care leavers, student parents and sanctuary students.

3. Take initiative for planning, developing, implementing and evaluating campaigns and events pertaining to the role.
4. Sit on Council, which meets at least three times per semester, and on Executive, which meets at least six times per semester.

E. Equality Team

Enablement Representative

1. Work with the Equality Officer and Team to develop strategies, run campaigns and organise events to raise awareness of enablement issues.
2. Promote inclusion for all UL postgraduate students.
3. Sit on Council, which meets at least three times per semester.

Environment Representative

1. Work with the Equality Officer and Team to develop strategies, run campaigns and organise events to raise awareness of environmental issues.
2. Sit on Council, which meets at least three times per semester.

International Representative

1. Work with the Equality Officer and Team and other Council teams, as appropriate, to develop strategies, run campaigns and organise events for international postgraduate students on campus.
2. Provide support to our international students.
3. Sit on Council, which meets at least three times per semester.

LGBTQ+ Representative

1. Work with the Equality Officer and Team to develop strategies, run campaigns and organise events to raise awareness of LGBTQ+ issues.
2. Promote inclusion within the PSU and UL.
3. Sit on Council, which meets at least three times per semester.

F. Faculties Officer

1. Oversee and manage the Council Faculty Team and chair its meetings.
2. Represent all faculties on Executive and their own specific faculty on Council.
3. Sit on Executive, which meets at least six times per semester.

G. Faculty Team

Faculty Reps (one from each faculty)

1. Work with the Faculties Officer and Faculty Team on relevant issues and take creative initiative to develop strategies that support the postgraduate community.
2. Serve as postgraduate representative on Faculty Boards as nominees of the PSU.
3. Sit on Council, which meets at least three times per semester.

4. Liaise with the Vice President Academic during the department hubs that take place during the semester.
5. Should issues of relevance to class reps arise, act as the class reps' closest point of contact.
6. Work with the Faculties Officer (who is elected from the Faculty reps to sit on Executive) in relation to Faculty Board meetings.
7. In the event of there being no Faculty Rep for a faculty, the Vice President Academic shall take on this role in addition to their normal duties.

PhD Reps (one from each faculty)

1. Must be a current PhD or research student at UL.
2. Work with the PhD and Research Team on relevant issues and take creative initiative to develop strategies that support the postgraduate research community.
3. Serve as the Research representative on Faculty Boards as nominees of the PSU.
4. Sit on Council, which meets at least three times per semester.
5. Liaise with the PhD and Research Officer during the department hubs that take place during the semesters.
6. In the event of there being no PhD Rep for a faculty, the PhD and Research Officer shall take on this role in addition to their normal duties.

H. Publicity Officer

1. Oversee and manage the Council Publicity Team and chair its meetings.
2. Be responsible for publicising all PSU meetings and social events.
3. Take initiative for planning, developing, implementing and evaluating campaigns and information/communication strategies pertaining to the role.
4. Work with the Publicity Team and other Council teams, as appropriate, to help ensure that the postgraduate experience supported by the PSU includes a balance between academic and social life.
5. Sit on Council, which meets at least three times per semester, and on Executive, which meets at least six times per semester.

I. Publicity Team

Campaigns Representative

1. Work with the Publicity Officer and Team to develop strategies, run campaigns and organise events pertaining to the role.
2. Sit on Council, which meets at least three times per semester.

Events Representative

1. Work with the Publicity Officer and Team to develop strategies, run campaigns and organise events pertaining to the role.
2. Assist at PSU events as required by the Publicity Team to support the Sabbatical Officers and other members of Executive and Council.
3. Sit on Council, which meets at least three times per semester.

Marketing and Promotions Representative

1. Work with the Publicity Officer and Team to develop strategies, run campaigns and organise events pertaining to the role.
2. Sit on Council, which meets at least three times per semester.

Technical Representative

1. Work with the Publicity Officer and Team to develop strategies, run campaigns and organise events pertaining to the role.
2. Assist the Secretary-General with maintaining the website.
3. Sit on Council, which meets at least three times per semester.

J. Council Members

1. Attend and actively participate in Council meetings, which are held at least three times per semester.
2. Ensure that Council meets and follows its remit as per the PSU constitution.
3. Contribute to a specific team (as discussed with the Sabbatical Officers) through committees or working groups.

Schedule IV: Publications

1. The business of the PSU requires that information affecting postgraduate students be made available to members in a transparent manner. As such, the PSU maintains an online presence and uses it as a communication mechanism alongside traditional modes.
2. The Sabbatical Officers, Publicity Officer and Secretary-General shall work together to ensure that relevant information is made available to PSU members.
3. As the face of the PSU, the President shall maintain oversight of the details that are published, in hardcopy or softcopy format, about the PSU.
4. Accountability for the content of published information rests with the Sabbatical Officers. In fulfilling this responsibility, the Sabbatical Officers should seek advice from Executive with regard to anything that is not considered to be conducive to the aims and objectives of the PSU.
5. The use of PSU facilities for publishing content without proper approval by those responsible will be seen as contrary to the PSU's [Social Media Policy](#) and may be subject to appropriate reprimand by Council.

Appendices

Appendix 1: Results and Referenda

To date (28.09.2022) there have been no referenda.

Appendix 2: ERB Rules and Regulations

ERB Rules and Regulations 20XX²

Candidates, please retain this document for reference throughout the campaign

1 Introduction

- 1.1 It is the responsibility of each candidate and their campaign team to read these Electoral and Referenda Board (ERB) rules and regulations in full, ensure they are adhered to and seek clarification, where required, by emailing psuelections@ul.ie.
- 1.2 Candidates and their campaign teams must obey all instructions from the ERB. Failure to do so may result in disciplinary action being taken by the ERB.

2 Dates

- 2.1 Nominations open: **xxxxx**, at **xxxxx**
- 2.2 Nominations close: **xxxxx**, at **xxxxx**
- 2.3 Candidates Meeting: **xxxxx**, at **xxxxx**
- 2.4 Campaigning begins: After the Candidates Meeting and once all material has been pre-approved
- 2.5 Hustings: **xxxxx**
- 2.6 Campaigning ends: **xxxxx**, at **xxxxx**
- 2.7 Voting days: **xxxxx**, at **xxxxx** ending on **xxxxx** at **xxxxx**
- 2.8 Results: **xxxxx**, at **xxxxx**
- 2.9 The elected officers will begin their term on the third Monday of August.

3 Nominations

- 3.1 Each candidate must be nominated by 20 current (at the time of the election) UL postgraduate students. Nominators can nominate one candidate only for each role (i.e., one for President, one for Vice President Academic). Please direct any questions to psuelections@ul.ie.
- 3.2 Each candidate must complete an online nomination form. The link to the form is emailed to all UL postgraduates on behalf of the PSU by the external company that manages the nomination and election process.
- 3.3 On the form, the candidate provides requested details on themselves, their campaign manager and their 20 nominators; completes a manifesto box (max. 500 words);

² This document is a template. The Secretary-General updates the details (bolded) annually before circulating the document.

uploads a photograph; and checks a box to declare they are eligible to contest the position and, if elected, to hold office.

- 3.4 Each nominator is required to complete a similar, but shorter, online form.
- 3.5 A refundable deposit of €50 (fifty euro) is payable by the candidate to the PSU. The deposit must be transferred to the PSU bank account by the candidate by close of nominations on **xxxxx** at **xxxxx**. Account details will be emailed to the candidate (from psuelections@ul.ie) by the PSU office.
- 3.6 The deposit is refundable only on the day immediately after polling provided that, in the opinion of the Returning Officer, the candidate has run a genuine campaign, abided by the rules and regulations and correctly disposed of all their election material.
- 3.7 Once the online nomination form and deposit have been submitted (by **xxxxx**, **20xx** at **xxxxx** at the latest), the nomination will be considered valid and will be taken to mean that the candidate and campaign manager have given permission to be contacted by the ERB and PSU in relation to the campaign.
- 3.8 The Secretary-General will blind copy (Bcc) all candidates and campaign managers in all announcements other than Teams meeting invites. At the beginning of the email, the Secretary-General will specify who has been included in the email (“This email is being sent to all candidates and/or campaign managers, etc.”).

4 Candidates Meeting

- 4.1 The Returning Officer shall outline the election rules and regulations to the candidates and their campaign managers at the Candidates Meeting, which shall take place on **xxxxx** at **xxxxx**.
- 4.2 All candidates and their campaign managers must attend the Candidates Meeting. Failure to do so will result in ERB action.
- 4.3 Details of the meeting will be sent upon receipt of all nominations.
- 4.4 Candidates cannot campaign for people to vote for them until after the Candidates Meeting. Failure to abide by this will result in disciplinary action from the ERB.

5 Campaigning

- 5.1 Campaign material must display the constitutionally prescribed “Issued By ‘Name of Campaign Manager’, Campaign Manager for ‘Name of Candidate’” insertion. Any material without this insertion shall be immediately removed from circulation. This includes all social media forums.
- 5.2 Current Executive Officers not contesting an election may not campaign for any candidate and must remain impartial.
- 5.3 Campaigning must not interfere with lectures.
- 5.4 Campaigning must not interfere with traffic entering, on or leaving campus.
- 5.5 The PSU logo, UL logo or any other logos issued by the PSU or ERB may not be included in campaign material.
- 5.6 A softcopy of all promotional materials (posters, flyers, manifesto summaries, social media and website pages or any other electronic material) must be submitted to

psuelections@ul.ie, for the attention of the Returning Officer or their nominee, by **xxxxx**.

- 5.7 While election material can be submitted for approval to the ERB at any point after nominations open up to **xxxxx**, no campaign material can be distributed until after the Candidates Meeting on **xxxxx**.
- 5.8 Campaign material will be approved by the Returning Officer or their deputies or assistants only from Monday to Friday between 09:00 and 18:00.
- 5.9 Approved social media pages can be published publicly only after the Candidates meeting on **xxxxx**. Any candidate who is in breach of this regulation shall be subject to sanction by the Returning Officer.
- 5.10 Candidates can share one post on their personal social media platforms at the start of the campaign period to indicate their candidacy.
- 5.11 The PSU will share one one-minute video on its social media channels for each candidate throughout 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.
- 5.12 Electioneering posters do not need to be stamped by the PSU. Posters without a PSU stamp can therefore be placed on notice boards.
- 5.13 Posters that are not on an official notice board or that are placed in a prohibited area will be taken down and will be subject to the ERB disciplinary measures outlined in section 10.3 below.
- 5.14 Campaign posters may not be installed on the River Shannon islands.
- 5.15 To preserve the impartiality of the PSU and UL Student Life, campaigning or posterage by campaign teams is not allowed within the PSU or Student Life buildings, Facebook pages, social media sites or information screens.
- 5.16 Campaigning within the library building and within a distance of five metres outside the library entrance is prohibited.
- 5.17 The chalking of UL walkways by candidates' campaign teams will be permitted only if there are fewer than 10 candidates running in the elections. If there are 10 or more candidates, chalk cannot be used. Chalking building walls and pillars is strictly prohibited.
- 5.18 Candidates and their campaign teams may not distribute food items within the confines of the Red Raisins restaurant.
- 5.19 Untrue or defamatory election material is prohibited. If a candidate 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 untrue or defamatory statement was published.
- 5.20 Any tagging or negative comments in social media threads will be reviewed by the ERB and will be subject to the disciplinary measures outlined in section 10.3 below.
- 5.21 Candidates must not copy other candidates on emails to the Returning Officer. The ERB will deal with questions and concerns on a one-to-one basis.

- 5.22 Any candidate, union member, lecturer or person sending email(s) as a candidate or on behalf of a candidate to the UL Microsoft Outlook distribution list(s) will be considered to be in breach of UL's email policies ([Acceptable Usage Policy](#) and [IT Security Policy](#)). 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.
- 5.23 It is an offence for a candidate to be in receipt of sponsorship, gifts or benefit-in-kind from vested commercial or political interests.
- 5.24 Candidates must not breach UL's Code of Conduct or Limerick City and County Council's bye-laws. If a candidate breaches the Code of Conduct or the bye-laws, the ERB shall invoke its disciplinary powers.
- 5.25 All campaign issues and concerns should be addressed to psuelections@ul.ie, and any issues on an election day should be addressed to the designated representative from the ERB through the PSU. The ERB will deal with emailed formal complaints only.
- 5.26 Candidates will be responsible for any littering they leave on the campus from leaflets discarded on the ground and erected in unofficial areas.
- 5.27 The Returning Officer has the authority to delay declaring election results until such time as all election material has been disposed of correctly.
- 5.28 If issues arise that prevent the electorate from voting, 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 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, with one post, that the election has been delayed.

6 Buildings and Estates Signage Rules

- 6.1 No signage is permitted outside the two entrances to UL.
- 6.2 Refer to Annex 1 for images of where signs can be placed inside the two entrances.
- 6.3 Signage stakes must not be more than one foot deep in the ground.
- 6.4 Signage is permitted along the main campus road for election week only.
- 6.5 Signage must be removed when the election is over.
- 6.6 Signage cannot obstruct the line of sight of pedestrians, vehicle drivers or cyclists.
- 6.7 Signs cannot be erected on any structure other than official notice boards. Signs cannot be erected on trees, plants or shrubbery.
- 6.8 Stickers on UL infrastructure are strictly prohibited and may result in fines from UL Buildings & Estates.
- 6.9 The use of blue or white tack on walls is prohibited and may result in fines from UL Buildings and Estates.

7 Electoral Assistance

- 7.1 Electoral funding assistance of up to €50 per position will be provided by the PSU to the candidates of the two full-time Sabbatical Officer positions.
- 7.2 The funding will be given only on the basis of vouched receipts.
- 7.3 Refunds will be made by electronic bank transfer only.
- 7.4 Candidates must supply bank details via email to psuelections@ul.ie.

8 Voting

- 8.1 To facilitate online voting, all UL computer labs on campus will be considered to be polling stations and are therefore subject to governance as per the PSU constitution. Campaigning of any kind is strictly prohibited within 10 metres of computer labs (applicable if the UL campus is open at the time of the elections).
- 8.2 If an internet outage on campus on an election day lasts longer than 30 minutes, the ERB may extend the election deadline to correspond with the outage time.
- 8.3 On election days, neither the candidate nor their campaign team is allowed to hand anyone a laptop, iPad, tablet, phone or any other device to vote on. Voting is a private act, and you cannot stand beside someone while they cast their vote.

9 R.O.N. Campaign

- 9.1 If a student wishes to run a R.O.N. campaign, they must fill out the declaration form to act as a campaign manager for R.O.N.
- 9.2 R.O.N. material cannot be defamatory towards other candidates. If the ERB deems the material to be so, it will consider what course of action to take against the member running the R.O.N. campaign.

10 ERB Disciplinary Powers

- 10.1 Election observers will be employed by the PSU. They will be visible on campus and in the surrounding housing estates on election days.
- 10.2 The observers are responsible for monitoring all electioneering activities and shall report on any regulation breach to the Returning Officer or their nominee, who will be entitled to take such action as may be appropriate, up to and including disqualification from the election.
- 10.3 If a candidate or a member of their team breaches Schedule 1 of the constitution, Election and Referenda Regulations, the ERB can discipline the candidate by:
 - (i) Public reprimand and monetary fines
 - (ii) Expulsion from hustings
 - (iii) Withdrawal of PSU electoral assistance
 - (iv) Disqualification from the election
- 10.4 In the event of a rule or rules being broken, the ERB may compel the candidate and their campaign team to take specific action. Failure by the candidate and their campaign team to take the specified action in the time allocated may result in disqualification from the election.

Annex 1: Where Signs Can Be Placed

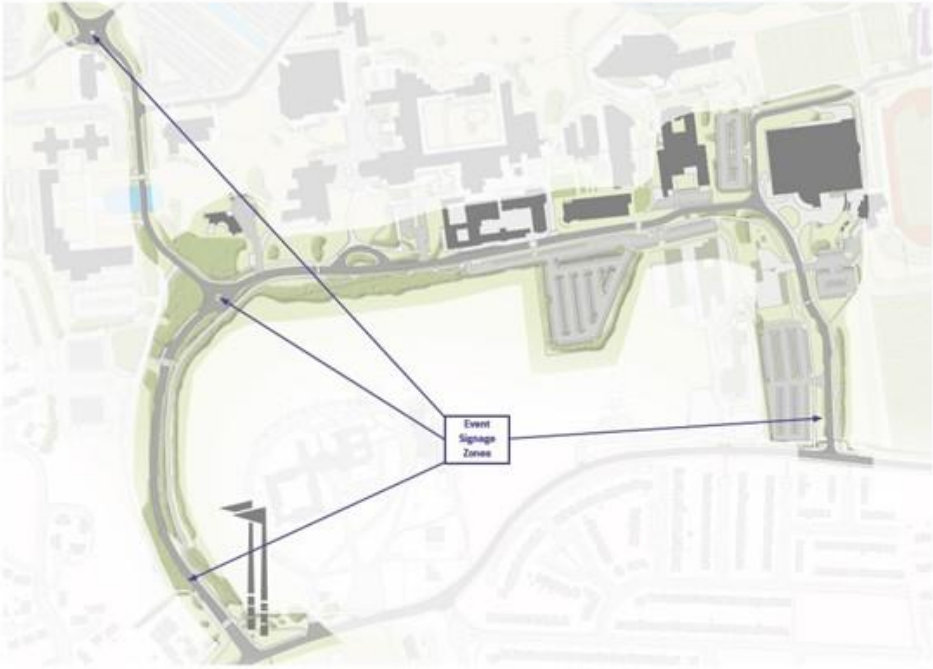


Figure 1: Map of signage zones



Figure 2: East gate entrance



Figure 3: Flagpole entrance

Document Control

Document Version	Version 3
Document Owner	Secretary-General
Approved by	Union General Meeting
Date	xxx
Effective Date	xxx

Amendment History since 2019

Approving forum & date	Details of change
EGM 13.3.19	Sabbatical Officer hours of work and rate of pay were agreed as 40 hours/week at minimum wage + €2/hour.
EGM 13.3.19	Approved that Vice President/Treasurer role would become a full-time Sabbatical Officer role – Vice President Academic Research.
AGM 8.10.19	Additional Executive roles were approved: Equality Representative and Part-Time Representative. Additional Council roles also approved: Social Media Councillor, Campaigns Councillor, Marketing and Promotions Councillor, Enablement Councillor, LGBTQA+ Councillor
PSU Council 4.4.20	Delaying the PSU elections for the benefit and integrity of the Union was approved, which changed the start date of the incoming Sabbatical Officers to September 1.
AGM 29.10.20	Structure of the Union’s Council in Article 7, 7.4 was agreed to extend from 18 members to no larger than 25 members.
AGM 29.10.20	Executive Membership in Article 8, 8.1 and 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.
AGM 29.10.20	Agreed to add this section to Schedule I: 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.
UGM 29.4.21	Agreed to accept the proposal from Clubs & Societies 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.
UGM 29.4.21	Increasing the Officers’ wages from minimum wage +€2/hour to minimum wage +€4/hour was approved.
UGM 29.4.21	It was approved to run the ULSPU Officer elections with a PSU Electoral and Referendum Board (ERB), the composition of which is as follows: – One nominee of Council

	<ul style="list-style-type: none"> – 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, Council shall nominate a second representative for membership of the Board.)
28.9.21 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. This will follow with the end of term in office for the Sabbatical Officers and the start of the new UL academic year. This proposal aligns the receipt of the funding from UL to the Union in capitation.
28.9.21 AGM	The document AGM Proposal Financial Procedures was approved. The changes within the document are as a result of the inclusion of a financial controller role within the remit of the Secretary-General role at the PSU UGM in 2021. They outline the procedures used by the Union for clarity and transparency of its accounts.
28.9.21 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.
28.9.21 AGM	It was approved that the number of elected Council members be 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.
28.9.21 AGM	It was approved to add four PhD Faculty Reps to 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.
28.9.21 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 an appendix.
28.9.22 AGM	The addition of section 2.4, Honorary Membership to Article 2, Membership was approved.
28.9.22 AGM	The addition of Article 11: Advisory Board was approved.