CONSTITUTION OF TRINITY GRADUATE STUDENTS’ UNION, TRINITY COLLEGE DUBLIN, the University of Dublin.

(BUNREACHT AONTAS NA NIARCHÉIMITHE Tríonóide, Coláiste na Tríonóide, Baile Átha Cliath, Ollscoil Átha Cliath.)


PREAMBLE

We, the graduate students of Trinity College Dublin, The University of Dublin, do hereby adopt, enact and give to ourselves this Constitution, revoking all previous Constitutions for the Graduate Students’ Union of Trinity College, Dublin, and notwithstanding any provisions which shall be made for the Union by the governing body of Trinity College, Dublin. The Articles of and Schedules to this Constitution shall be binding on all members of the Graduate Students’ Union of Trinity College, Dublin. We further recognise the special position of the Graduate Students’ Union in the University and among the graduate student community.

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PART A.
NAME AND DEFINITIONS

ARTICLE 1. NAME OF THE UNION

The Union shall be called ‘Trinity Graduate Students’ Union’ or ‘Aontas na nIarchéimithe Tríonóide’ hereinafter referred to as ‘the Union’.

ARTICLE 2. DEFINITIONS

In this Constitution, save where the context otherwise requires, –

(a) ‘University’ means the University of Dublin.
(c) ‘Academic unit’ means a Course, Department, Vice-Deanery or School of the College or the University.
(d) ‘Faculty’ means a Faculty of the College or the University.
(e) ‘Graduate Student’ means any student on books on the postgraduate register of the University.
(f) ‘Officers’ means the President, the Vice-President, the Treasurer, the Events Officer, Communications Officer, Oversight Officer, Equality & Diversity Officer, Environmental Officer, International Student Officer, Research Student Officer, and one Officer from each Faculty.
(g) ‘Sabbatical Officers’ means the President and the Vice-President.
(h) ‘Common Room’ shall refer to the Graduate Students’ Common Room and is located in House 7, First Floor, unless, from time to time, a temporary location decided and stated by the GSU Executive Committee has been agreed and notice of its location posted on the GSU website.
(i) ‘Notice to members’ shall be construed as meaning notice posted in the Common Room, but in addition where feasible notice required to be given to members shall be posted on the GSU website and social media platforms.

PART B.
AIMS AND METHOD

ARTICLE 3. AIMS

The aims of the Union shall be:

(a) the protection and promotion of the interests of all graduate students in College;
(b) the provision of social and recreational facilities for its members including the provision and maintenance of a Common Room;
(c) the fostering of friendly relations and understanding among graduate students throughout College;
(d) the maintenance of relationships in the interests of its members with the Students’ Union.
ARTICLE 4. REPRESENTATION ON COLLEGE BODIES

(a) The Union alone shall represent and defend the interests of graduate students on committees of academic units and faculties and shall be empowered to negotiate with College on all matters concerning graduate students.

PART C.
MEMBERSHIP

ARTICLE 5. MEMBERS

(a) All graduate students of College and the Sabbatical Officers shall be deemed *ipso facto* to be full members of the Union.

(b) The Executive Committee may grant an individual associate membership.

(c) (i) A former Officer of the Union or a former member who has given notable service to the Union, who is no longer a full member may become an honorary member of the Union.

(ii) The Executive Committee may propose honorary membership for an eligible person for approval at the next GSU Council. Honorary membership shall last for 3 years at which point GSU Council may decide to renew.

(iii) Honorary members shall not have any voting rights. Honorary members shall not be eligible to stand in Union elections.

ARTICLE 6. RIGHTS OF MEMBERS

(a) Only full and associate members shall be entitled to representation by the Union subject to such conditions as may be prescribed by the Executive from time to time.

(b) Only full members shall have voting rights as prescribed in Schedules I and II.

(c) Only full members shall be entitled to stand for election to the Executive Committee or to committee positions within College or the University subject to the limitations placed herein.

(d) All members of the Union, where possible, shall be entitled to use the Common Room, subject to Schedule VI.

(e) No member shall be entitled to act on behalf of the union unless explicitly authorised by the Executive Committee.

PART D.
STRUCTURE OF THE UNION

ARTICLE 7. UNION STRUCTURES

The structures of the Union shall be as follows:

(a) The General Meeting;

(b) GSU Council;

(c) The Electoral Commission;

(d) The Executive Committee;
(e) GSU Board.

**ARTICLE 8. EXECUTIVE COMMITTEE**

(a) The Executive Committee consists of the Officers, one additional member per Faculty and the Chairperson.
(b) The Executive Committee shall ordinarily meet once per month.
(c) A quorum for meetings of the Executive Committee shall be seven members, of which at least four shall be Officers, to include either both Sabbatical Officers or one Sabbatical Officer plus the Treasurer.
(d) The Officers shall be elected as specified in Article 9 unless otherwise specified in this constitution.
(e) The Chairperson shall be elected by GSU Council.
(f) All other members of the Executive Committee shall be elected at the Annual General Meeting as outlined in Article 9.
(g) The management of the day to day affairs of the Union shall be the responsibility of the Executive Committee.
(h) Each member of the Executive Committee shall have only one vote on all matters, except the Chairperson who may only vote in the case of a tie.
(i) Upon taking office, all members of Executive Committee shall sign a declaration of responsibility (see Schedule I.D.7).
(j) No person shall hold simultaneously more than one position on the Executive Committee.
(k) No person shall serve as an Officer of the Union for more than three terms of office. In addition, no person shall hold the same Officer's position for more than two terms of office.
(l) Officers of the Union shall not, whilst they are officers of the Union, serve as Officers of other Dublin University Capitated Bodies.
(m) The Executive Committee may from time-to-time form sub-committees of limited duration.
(n) The Executive Committee may create, amend or delete schedules of this Constitution.

**ARTICLE 9. ELECTION OF MEMBERS OF EXECUTIVE COMMITTEE**

(a) The Sabbatical Officers shall be elected by ballot of the full members of the Union, according to the provisions of Schedule II.B, for a term commencing on the Monday of the 3rd week in July and lasting one calendar year. The date for this election shall be decided by the Executive Committee, and shall be in Trinity term of each academic year.
(b) The Chairperson shall be elected at GSU Council.
(c) All other members of the Executive Committee shall be elected at the Annual General Meeting in each year, in accordance with Schedule II.A, for a term lasting until the next Annual General Meeting.
(d) Each Officer shall not enter upon their office or be in receipt of any payment or expenses until he or she has signed a contract of employment with the Union in a form approved by the Executive Committee.
ARTICLE 10. VACANCIES

(a) If the position of an Officer elected by ballot is not filled in Trinity Term, the position may be filled by cooption by 60% of the Executive Committee in Trinity Term and ratified in a vote at the following Annual General Meeting.

(b) If the position of an Elected Officer becomes vacant more than 60 days before the election of their office for the subsequent academic year, the Executive Committee may fill this position until such a time the position can be filled by election.

(c) If any of the remaining positions on the Executive Committee are not filled at the Annual General Meeting or become vacant, the Executive Committee in conjunction with the Electoral Commission shall fill the position until the following General Meeting.

(d) If a vacancy arises among the Union's representatives on committees of an academic unit, the vacancy may be filled by the Executive Committee.

(e) If a voting member of the GSU Board resigns during the intervening period between two AGMs, an AGM or EGM shall be held within four months of notice of such resignation, at which meeting may ratify the appointment of a replacement.

ARTICLE 11. PRESIDENT

(a) The President of the Union shall represent the Union on the Board of College, and on other committees of the College and University as specified in Schedule VIII.

(b) The President shall be responsible for liaison with the Dean of Graduate Studies and the Senior Lecturer.

(c) The President shall be a Sabbatical Officer, with responsibilities and entitlements as set out in Schedule VII.

(d) The President must withdraw from the College books for the duration of his/her tenure as President, and shall not enter into any employment which is in conflict with, or impinges upon, his/her duties as President of the Union.

(e) The President shall be the first spokesperson of the Union.

(f) The President shall be the Safety Officer of the Union, and shall be responsible for the maintenance and implementation of the Union's Safety Statement.

(g) Only Sabbatical Officers of the Union, and full members of the Union who are registered for a full-time postgraduate degree in College, and who have been registered as such for at least one of the two academic years immediately preceding that of the election, shall be eligible for election to the post of President.

(h) The President shall be the permanent chairperson of the Trinity Postgraduate Review Journal sub-committee, which shall oversee the publication of the journal in accordance with Schedule V.2.

(i) The President shall be responsible, with the Vice-President, for all Union correspondence and office records.

(j) The President shall be responsible, with the Vice-President, for determining the venue, the time and the agenda for the meetings of the Executive Committee.
The President shall notify members of the Executive Committee of such meetings.

(k) The President, with the Vice-President, shall notify relevant College bodies, including the Graduate Studies Office, the Board of College and the secretaries of relevant College committees, of the results of relevant Union elections and of changes to the Constitution of the Union.

(l) The President shall be responsible, with the Vice-President, for the upkeep of records of the GSU and the documentation produced the various College committees that GSU representatives sit on.

(m) The President shall be responsible for regular communication of relevant issues and events to all the members of the Union.

(n) The President shall be responsible for coordinating with the webmaster for the update and maintenance of the Union website.

(o) The President shall co-ordinate the activities of Union representatives on committees of academic units.

(p) The President shall assist the Vice-President as necessary in his/her capacity as Welfare Officer of the Union.

ARTICLE 12. VICE-PRESIDENT

(a) The primary duty of the Vice-President is that of Welfare Officer of the Union, and shall have ultimate responsibility for ensuring that all individual student cases brought to his or her attention are handled in an appropriate manner.

(b) The Vice-President shall represent the Union on the Council of the University of Dublin, and on other committees of the College and University as specified in Schedule VIII.

(c) The Vice-President shall deputise for the President if necessary.

(d) The Vice-President shall be a Sabbatical Officer, with responsibilities and entitlements as set out in Schedule VII.

(e) The Vice-President must withdraw from the College books for the duration of his or her tenure as Vice-President, and shall not enter into any employment which is in conflict with, or impinges upon, his/her duties as Vice-President of the Union.

(f) The Vice-President shall be responsible, with the President, for all Union correspondence and office records.

(g) The Vice-President shall be responsible, with the President, for determining the venue, the time and the agenda for the meetings of the Executive Committee. The President shall notify members of the Executive Committee of such meetings.

(h) The Vice-President, with the President, shall notify relevant College bodies, including the Graduate Studies Office, the Board of College and the secretaries of relevant College committees, of the results of relevant Union elections and of changes to the Constitution of the Union.

(i) The Vice-President shall be responsible, with the President, for the upkeep of records of the GSU and the documentation produced the various College committees that GSU representatives sit on.
(j) The Vice-President shall be responsible for maintenance and rental of lockers, including keeping an accurate spreadsheet according to Schedule III.

(k) The Vice-President shall be the permanent chairperson of the College Green sub-committee, which shall oversee the publication of the journal in accordance with Schedule V.3.

(l) The Vice-President shall be responsible for the Academic affairs of the Union.

ARTICLE 13. TREASURER

(a) The Treasurer shall be responsible for all financial matters relating to the Union.

(b) The Treasurer shall be responsible for liaison with the Auditor and, regarding financial matters, with Senior Dean.

(c) The Treasurer shall report as necessary to the Officers and the Executive on the financial status of the Union.

(d) At the end of each financial year, the Treasurer shall prepare and submit to the Executive Committee for its approval the accounts which shall then be forwarded to a chartered accountant for audit. The accounts shall include all income and expenditure of the Union for that financial year. The outgoing Treasurer shall ensure that these audited accounts are submitted to the next meeting of the incoming Executive Committee.

(e) The Treasurer shall represent the Union on committees of the College and University as specified in Schedule VIII.

(f) The Treasurer shall keep minutes of meetings of the Executive Committee.

ARTICLE 14. EVENTS OFFICER

(a) The Events Officer shall be responsible for organising all trips, receptions and other social activities of the Union.

(b) The Events Officer shall be responsible, with the Executive Committee, for the letting of the Common Room for outside use, in accordance with Schedule VI.

(c) The Events Officer shall be responsible for the office and Common Room supplies and maintenance.

(d) The Events Officer shall be responsible for the administration of the Common Room and kitchen, and for the provision of Common Room facilities as decided by the Executive Committee from time to time.

(e) The events officer will be an interviewed position as this position is best served with individuals with a particular set of skills.

ARTICLE 15. FACULTY OFFICERS

(a) The Faculty Officers must be graduate students of the relevant Faculties.

(b) The Faculty Officers must sit on committees as outlined in Schedule VIII

(c) There shall be one Faculty Officer duly elected from each Faculty

(d) Faculty Officers, Faculty Reps, School Reps and Class Reps must adhere to the processes identified in the GSU Representative handbook.

ARTICLE 16. RESPONSIBILITIES OF THE OTHER MEMBERS OF THE EXECUTIVE COMMITTEE.
(a) The responsibilities of all members of the Executive Committee shall be to perform duties as required by the Executive Committee.

ARTICLE 17. REPRESENTATIVES ON ACADEMIC UNITS

(a) The Union shall elect or appoint representatives to committees of academic units including units as referred to in Schedule I.E.1 and I.E.2.
(b) Each of these representatives shall report to the Executive Committee when the need arises.

ARTICLE 18. ELECTORAL COMMISSION

(a) The Electoral Commission shall consist of five members, who shall be registered postgraduate students, four of which shall be elected annually at the Annual General Meeting whilst the returning officer shall be an ex-officio member.
(b) There shall be a Chairperson of the Electoral Commission, who shall be elected by and from its members at the first meeting of the Electoral Commission following the Annual General Meeting at which the members are elected. The Chairperson may be invited to attend meetings of the Executive Committee. The Chairperson shall be the Presiding Officer and the other 4 ordinary members shall act as tellers.
(c) The election of members of the Electoral Commission shall be effective from the close of the Annual General Meeting at which they are elected until the end of the following Annual General Meeting. Vacancies which arise at any stage shall be filled by the Executive Committee.
(d) The Vice-President shall act as non-voting secretary in attendance, although he or she will not be a member of the Electoral Commission. Should a conflict of interest arise, the Vice-President may be replaced as secretary of the Electoral Commission by a member of the Executive with the agreement of the Electoral Commission.
(e) The Electoral Commission shall make standing orders for the conduct of Electoral Commission Meetings and may amend or revoke such standing orders.
(f) The Electoral Commission shall be responsible for the advertising and running of all Union elections and referenda and shall perform such other functions compatible with that role as agreed by the Executive.
(g) Meetings of the Electoral Commission may be called by the Chairperson or any two members of the Electoral Commission, subject to three days’ notice being given to all members.
(h) The quorum shall be two voting members of the Electoral Commission.
(i) The members of the Electoral Commission shall attend each General Meeting. They shall be responsible for quorum counts, counting votes and the conduct of all elections at these meetings.
(j) The Electoral Commission shall be responsible for resolving election disputes. Should the Electoral Commission be unable to resolve the situation satisfactorily to all parties, the decision should be presented to and resolved by a vote at GSU Council or at a General Meeting.
A member of the Electoral Commission may not stand in any election for a position on the Executive Committee unless they first resign their position on the Electoral Commission no less than 2 weeks in advance of opening of nominations for the position.

The members of the Electoral Commission shall be paid on an hourly basis retrospectively for work done in running and publicising sabbatical elections, referenda and elections to the Executive Committee. The Executive Committee shall determine the level of remuneration.

Members of the Electoral Commission must give at least one month’s notice of resignation. Members who fail to attend more than two meetings of the Electoral Commission in their year of office, without apologies acceptable to the Electoral Commission, shall cease to be members of the Electoral Commission.

Any amendments to the Schedules of the Constitution which affect the running of elections or the Electoral Commission itself may be amended by a joint meeting with the Executive Committee.

Any amendments to the Constitution which affect the running of elections or the Electoral Commission itself should be given in writing to the Electoral Commission at least ten working days before a scheduled General Meeting or Referenda.

ARTICLE 19. GSU COUNCIL

(a) There shall be a Graduate Students’ Union Council (hereinafter ‘GSU Council’), which shall be constituted in accordance with this Article.

(b) GSU Council shall consist of the Chairperson and the members of the Executive, together with each of the representatives of each academic unit.

(c) The Treasurer in conjunction with the Vice-President shall convene meetings of GSU Council.

(d) The Chairperson shall be elected by GSU Council to hold office until the election of his successor at the next GSU Council.

(e) Each member of Council shall have only one vote except for the Chairperson who shall not have a vote, except in case of a tie, in which case the Chairperson shall have a casting vote.

(f) Where the Chairperson is temporarily absent the Treasurer shall chair GSU Council for the purpose of the election of the Chairperson.

(g) There shall be a representative for each committee of an academic unit which consists of or includes a member of the Union, to be selected by members of the Union in that academic unit in accordance with such procedures as determined by the Executive Committee in conjunction with the Electoral Commission. Where no representative is selected in accordance with local procedures or by the AGM as appropriate for a particular academic unit, the Executive may designate a member of the Union in that academic unit as representative for the particular academic year. A representative shall continue to serve as such until his or her successor is appointed.
(a) There shall be a Graduate Students’ Union Board (hereinafter ‘GSU Board’), which shall be constituted in accordance with this Article.

(b) The members of the Board shall be individuals of appropriate knowledge or experience. The members of the GSU Board shall be nine in number. These shall comprise seven voting members, the Oversight Officer, and an additional in attendance non-voting member, who shall be a member of the Union, selected at AGM, and at least one Union Alumnus.

(c) The sole functions of the Board shall be:
   (i) to provide oversight of certain GSU affairs – for example, fundraising, strategic advice and alumni engagement;
   (ii) to act in an advisory capacity to the GSU on the passing of a motion at GSU Council or the Executive Committee;
   (iii) to act as an appellate body in the case of disputes over interpretation of this Constitution.

(d) The Board shall convene as often as is required.

(e) There must be three voting members of the Board present at a meeting of the Board in order for the meeting to be quorate. These members must include the Chairperson of the Board, any other two voting members, and the Oversight Officer as a non-voting ex officio member who shall be acting secretary.
   (i) The Union shall ensure that the Oversight Officer has the skills and resources necessary to discharge their duties associated with this position, including the maintenance of Board minutes and documents, as required by the Union.

(f) (ii) Without derogating from the responsibilities of the Returning Officer, the duties of the Oversight Officer as Secretary to the Board shall be those delegated to the Secretary from time to time by the Board. Voting members of the Board shall serve for a term of three years, eligible for reelection for a second term but not a third term.

(g) GSU Council can send non-executive members as a nominee to Board meetings.

(h) The Board shall regulate the process in its own meetings. Minimally, it shall appoint a Chairperson to oversee meetings. The particulars of this office shall also be determined by the Board.

(i) The mode of appointment of voting members of the GSU Board shall be through the Nominating Committee, as established under the relevant schedule. The Nominating Committee shall present nominees which shall be approved at AGM. Vacant voting member positions shall be filled according to Article 10(e).

(j) Neither the Board nor any member of the Board shall be financially, legally, or otherwise liable for any consequence of Board advice given and acted upon by other officials of the Union.

(k) Any purported nomination of a Board member without that person’s consent shall be void.
A general meeting may remove a Board member before the expiration of their period of office. Such a resolution shall not be effective unless the provisions of the relevant schedule are observed.

ARTICLE 21. REMUNERATION

(a) The level of expenses is to be reimbursed to the members of the Executive Committee other than the President and Vice-President, and what salary is to be paid to the President and Vice-President is as stated in Schedule IX.
(b) All salaries and expenses shall be paid either monthly or quarterly in arrears, and shall be expressly shown in the annual accounts of the Union.

ARTICLE 22. [Removed]

ARTICLE 23. REMOVAL FROM OFFICE

(a) Any member of the Executive Committee may be removed from office by a vote of no confidence which may be effected by a simple majority of the members at a General Meeting. The charges brought against the member of the Executive Committee must be signed by at least sixty members of the Union and posted in a conspicuous place in the Common Room and circulated via email to Union members only at least fourteen days before the meeting at which the resolution will be considered.
(b) Any member of the Executive Committee, or any of the Union's representatives on a committee of an academic unit, may resign by submitting a letter of resignation to the Vice-President.
(c) The Executive Committee shall be empowered to remove from office any member of the Executive Committee who fails to attend three or more consecutive meetings of the Executive Committee.
(d) The Executive Committee shall be empowered to remove from office a member of the Executive Committee other than the President or Vice-President who fails or in the opinion of the Executive Committee has become unable to perform his/her constitutional duties, provided that no such removal shall be deemed to have been approved unless it is supported in writing by at least three quarters of current members of the Executive Committee and in addition for the same reasons may remove the President or Vice-President by unanimous motion signed by all voting members of the Executive Committee other than the person against whom the motion is brought.
(e) The Executive Committee shall be empowered to remove from office a representative of the Union on a committee of an academic unit who in the opinion of the Executive Committee regularly does not attend meetings of the committee to which he or she was elected or appointed.
(f) Except as defined in Article 22c above, Before any member of the Executive Committee is removed under this Article that member shall be furnished with a statement of the reasons for the proposed removal and shall be afforded fair procedures prior to any decision being made on the proposed removal.

ARTICLE 24. GENERAL MEETINGS
(a) The General Meeting of members is the supreme decision-making body of the Union.

(b) An Annual General Meeting shall be held each year in the Michaelmas Term before the end of the first full week of November in accordance with Schedule I.B.1.

(c) Extraordinary General Meetings may be held from time to time, in accordance with Schedule I.C.

(d) A quorum for a General Meeting shall be the presence of thirty-five members who are entitled to vote. The members present must include a quorate Executive Committee.

(e) Subject to the above, in the event of the current executive being inquorate, a Graduate Student may, on the collection of 60 Graduate Students' signatures, request the presence of the Dean of Graduate Studies to chair a General Meeting in the absence of a quorate executive in order that the vacancies on the Executive be filled.

(f) All meetings of the Union shall be conducted in accordance with Schedule I.

**ARTICLE 25. UNION FINANCES**

(a) The financial year of the Union shall run from the first day of September to the last day of August.

(b) The accounts for each financial year shall, as soon as practicable, be audited by a chartered accountant (hereinafter auditor), who shall be of good repute and shall not be a member of the Union.

(c) The audited accounts shall be submitted to the Capitation Committee as soon as feasible.

(d) Financial reporting should occur as per schedule 10.

(e) All members shall be bound by the GSU Financial Procedures, given in Schedule X.

(f) The GSU Financial Procedures may only be changed with the consent of the Treasurer and the Auditor.

**PART E. AMENDMENT TO AND INTERPRETATION OF THIS CONSTITUTION**

**ARTICLE 26. INTERPRETATION**

(a) The General Meeting shall be the ultimate authority for the interpretation of the Articles of and Schedules to this Constitution and of any regulations made from time to time by the Executive Committee.

(b) Any question of interpretation of the Articles of or Schedules to this Constitution may be referred to the GSU Board in accordance with the provisions of Article 20.

(c) The decision of the Executive Committee upon any question of interpretation or upon any matter affecting the Union or Common Room not provided for by the Articles of and Schedules to this Constitution or by existing regulations shall be binding on the members of the Union until such time as
it is ratified or rejected by the General Meeting, subject to appeal on a point of constitutional interpretation to a joint meeting of the Executive Committee and the Electoral Commission.

(d) Notwithstanding paragraph (b) above, where any question of interpretation of the Constitution arises regarding Union elections, the Electoral Commission has the power to interpret, unless it is overruled by a simple majority of a joint meeting of the Executive Committee and Electoral Commission.

(e) The Dean of Graduate Studies may advise the Union on any matter relating to this Constitution.

ARTICLE 27. AMENDMENT

(a) Any part of the Articles of this Constitution may be added to, deleted or amended only by resolution at the General Meeting, provided that no such resolution shall be deemed to have been passed unless it is supported by not less than two-thirds of the members of the Union present and voting.

(b) Motions for amendment to the Articles of this Constitution must either be signed by twenty full members of the Union and submitted to the Vice-President or proposed by the Executive Committee at least fourteen days prior to the General Meeting. Copies of any such proposed amendment must be posted in a conspicuous place in the Common Room at least seven days prior to the meeting.

(c) Any part of the Schedules to this Constitution may be added to, deleted or amended by the Executive Committee, and, where appropriate, by a joint meeting of the Executive and the Electoral Commission in accordance with Article 18.o, provided that no such amendment shall be deemed to have been passed unless it is supported by at least seven members of the Executive Committee. Schedules of a financial nature must not be removed or amended without prior consultation with the Auditor.

(d) No amendment shall be made to the Schedules to this Constitution which is in conflict with the Articles of this Constitution.

(e) Any such alterations shall be posted in a conspicuous place in the Common Room by the President as soon as possible after the alteration has been made and shall be binding on the members of the Union until such time as it is ratified or rejected by the General Meeting. In addition, any part of the Schedules to this Constitution may be added to, deleted or amended by resolution at the General Meeting, provided that no such resolution shall be deemed to have been passed unless it is supported by not less than one half of the members of the Union present and voting. Alterations of a financial nature must be presented at a General Meeting together with a statement from the Auditor of his opinion in relation to these alterations.

(f) Any alterations to the Schedules of this Constitution must be approved at the following GSU Council.

(g) The President shall ensure that copies of the Constitution as amended from time to time be published and made available to members including in the Common Room and electronically.
ARTICLE 28: COMMUNICATIONS OFFICER

(a) The Communications Officer (hereinafter CO) is responsible for the coordination of external communications for the Graduate Students Union through print and social media.

(b) The CO is to establish and maintain a strong visible presence of the Graduate Students’ Union both within the University and externally. Creating a consistent, coherent respected presence of postgraduate focused events, through multimedia and communication pathways across Trinity’s 24 Schools and 3 Faculties and beyond to Alumni.

(c) The CO shall lead on:
   i. Communication to the postgrad community through social media, website & print.
   ii. Management of all appropriate GSU social media accounts
   iii. Management of communications budget (as appropriate)
   iv. Preparation of weekly Postgrad News – an email circulated to the Postgrad community
   v. Communicate weekly with the TCDSU Communications Officer

(d) Additional duties may include:
   i. Coordination of communications training for members of GSU executive
   ii. Create and launch targeted marketing campaigns such as ‘I am GSU’ & ‘We Are GSU’ awareness campaign
   iii. Managing the website
   iv. Communicating with the Public affairs and Communications department within the University

(e) Due to the nature and qualifications required, the CO shall be an interviewed position and remuneration will be in line with other Union processes to this regard.

ARTICLE 29: EQUALITY & DIVERSITY OFFICER

(a) This Officer shall represent Union members in, and deal with issues faced by, the postgraduate community right across the university in areas of Equality and Diversity.

(b) In terms of Equality, this officer will be guided by:
   Promoting equality in the college community through pursuing initiatives that are founded on ensuring individuals, or groups of individuals, are treated fairly and equally at all times with protection of individual postgraduate needs fundamental to the guiding principles of this officership.

(c) This officer will promote equality in the university by championing against all forms of discrimination.

(d) In terms of Diversity, this officer will be guided by:
   Embracing the richness of society and accepting the differences between individuals and how to create an environment where all can thrive. This can be achieved through advising and guiding the Unions values on promoting the unique skills of postgraduate students, their experiences and drawing on the individual union members’ perspectives.
(e) Equality and Diversity is about allowing equal opportunity for all and recognising
the diversity within our society whilst simultaneously respecting the differences
between individuals. Fundamental to the role of the Equality & Diversity Officer
will be promoting these principles, ensuring the Union makes decisions guided
by these principles and assisting the postgraduate community in these areas.
(f) This officer position is to be an elected position and shall be elected in accordance
with the Unions protocols for elected officer positions.

ARTICLE 30: ENVIRONMENTAL OFFICER

(a) This Officer shall represent Union members in areas pertaining to the
environment which affects the postgraduate community right across the
university and society.
(b) This officer shall
   i. Work on and advocate for the Implementation and improvement of
      Union conservation practices and taking steps to reduce the Union’s
      ecological footprint.
   ii. Representing the postgraduate community on committees that work
      in areas of importance to the environment.
   iii. Provide contributions and critical analysis of the University’s
      strategies in areas of importance to the environment.
   iv. Champion Health & Safety throughout the Union.
(c) This officer will be an interviewed position as the type of qualifications
required for this role, particularly in areas of research and in depth
analysis on environmental issues will be best served by someone with expert
knowledge.

ARTICLE 31: INTERNATIONAL STUDENT OFFICER

(a) This officer shall have responsibilities for representing the interests of the
international student postgraduate community within the Union.
(b) The scope of this officer’s responsibilities will extend to assisting international
students with visa, immigration, and related queries; maintenance and upkeep
of information in the international student section of the GSU website; work in
areas relating to promotion of multiculturalism in Trinity, represent the GSU
on relevant college committees as required; drive the mission of the GSU by
seeking out and maintaining good relationships with external bodies
internationally and liaising with the University’s global relations office, TCD
global room and TCDSU international student officer as appropriate.
(c) This officer will be an interviewed position as the type of qualifications
required for this role, particularly in the areas of visas and knowledge of
international student matters, is best served by someone with expert
knowledge.

ARTICLE 32: RESEARCH STUDENT OFFICER

(a) This Officer shall have special responsibility for representing the interests of the
research student community in the Union.
(b) The scope of this officer’s responsibilities will extend to promoting the work of early career researchers in the university; working with partner universities and organisations in areas pertaining to research; driving the Union’s engagement with research projects and engaging with Teaching Assistants and Research Assistants, as well as other Union members employed under casual arrangements across the University – subsequently reporting concerns to the executive committee in order for the Union collectively to address any issues that may arise from time to time.
CONDUCT OF MEETINGS

CHAPTER A. PROVISIONS COMMON TO ANNUAL AND EXTRAORDINARY GENERAL MEETINGS

1. A General Meeting shall make standing orders for the conduct of its business including subsequent General Meetings and may amend or revoke such standing orders.

2. In the absence of a standing order dealing with a particular matter the Chairperson of the Union shall be the judge of order.

3. At least fourteen days before a General Meeting, a notice of such meeting and an agenda of the business to be transacted thereat shall be posted in a conspicuous place in the Common Room and in the Arts Block and in the Hamilton Building and at other appropriate locations throughout College.

4. The Chairperson of a General Meeting shall be the Chairperson of GSU Council, but in the absence or unavailability of the Chairperson or a vacancy in the office of Chairperson the General Meeting shall select a temporary Chairperson for the meeting.

5. Any motion for consideration at a General Meeting shall be proposed and seconded by full members of the Union or proposed by the Executive Committee. The proposer of the motion shall give notice of the motion to the Executive Committee at least ten days prior to the General Meeting. Notice of such a motion shall be posted in a conspicuous place in the Common Room at least four days prior to the General Meeting. For each motion tabled a vote shall be taken by a show of cards after a suitable discussion at the General Meeting. Each full member of the Union shall be entitled to one vote upon each motion, and in the case of an equality of votes the Chairperson shall have a second or casting vote. Subject to the special provisions for amendment of this Constitution, no motion shall be deemed to have passed unless it is carried by a simple majority of the members of the Union present.

6. All full members of the Union may attend and speak at a General Meeting subject to the requirement that the Chairperson may ask the meeting for the suspension of anyone whom he or she considers is attempting maliciously to disrupt the meeting. A majority vote shall immediately place such person under suspension and he or she will lose his or her rights of participation for the duration of the meeting. If the disruption continues, he or she shall be required to leave the meeting and the Chairperson is authorized to take any necessary steps in that regard as he or she sees fit.

7. All elections shall be by secret ballot. All other voting shall be by show of cards. Each full member shall have one vote on each motion and in each election. Only those full members present when the vote is called may vote.

CHAPTER B. ANNUAL GENERAL MEETING

1. The Annual General Meeting of the Union shall be held in Michaelmas Term before the end of the first full week of November in each year, at a time to be fixed by the Executive Committee, to transact the business set out in paragraph B3 of this Schedule.
(a) to fill any vacancy in the office of President, Vice-President, Treasurer or Events Officer and elect the other members of the Executive Committee in accordance with this Constitution;
(b) to elect the Union's representatives on committees as listed in Schedule I.E;
(c) to decide on any motion which may have been duly submitted to the meeting as hereinafter provided, and;
(d) to decide on any amendments to this Constitution which may have been duly submitted to the meeting as hereinafter provided.

2. The financial report, balance sheet and statement of accounts for the preceding financial year shall be posted in a conspicuous place in the Common Room at least four days before the Annual General Meeting. All members of the Union shall be entitled to receive a copy of the agenda for the Annual General Meeting, and a copy of the written reports of the Officers and other Union representatives.

3. The agenda of the Annual General Meeting shall be:
(a) Election of temporary Chairperson if required under paragraph A.4 of this Schedule.
(b) Apologies.
(c) Approval of Minutes of the preceding Annual General Meeting.
(d) Approval of Minutes of any Extraordinary General Meetings in the previous year.
(e) Discussion and Voting on any motion to amend the Constitution.
(f) Presentation and adoption of oral and written reports from each of the outgoing members of the Executive, including a financial report, balance sheet and statement of accounts for the preceding financial year, in the following order –
   i. President
   ii. Vice-President
   iii. Treasurer
   iv. Events Officer
   v. Other reports.
(g) Presentation and adoption of written reports from the Union's representatives on committees of academic units.
(h) Election of acting Presiding Officer and 2 Tellers in accordance with Schedule II.A.3 if any vacancy exists in the outgoing Electoral Commission.
(i) Elections in the following Order –
   i. Filling of vacancy if any in Officers to have been elected by the members in the preceding Trinity Term, in the following Order –
      1. President
      2. Vice-President
      3. Treasurer
      4. Events Officer
   ii. Election of other members of the Executive Committee –
      1. Representatives from the Science faculties (per Schedule XI)
      2. Representatives from the Arts faculties (per Schedule XI)
   iii. College or University Committee representatives as listed in Schedule XII in the order listed in that schedule
iv. Faculty Committee representatives as listed in Schedule XI in the order listed in that schedule.

v. Members of the incoming Electoral Commission (3 members to be elected in accordance with Article 19)

(j) Motions (other than motions to amend the Constitution) for consideration

(k) Any other business.

CHAPTER C. EXTRAORDINARY GENERAL MEETING

1. The Executive Committee may at any time and for any special purpose call an Extraordinary General Meeting of the Union, and shall do so forthwith following a written request signed by twenty full members of the Union stating the purpose for which the meeting is called.

2. The business to be transacted at any Extraordinary General Meeting shall be that for which notice has been given in accordance with this Constitution and business properly incidental thereto, such as the appointment of tellers or the proposing of amendments.

CHAPTER D. MEETINGS OF THE EXECUTIVE COMMITTEE

1. The Executive Committee shall make its own standing orders and may amend or revoke those standing orders.

2. Each meeting of the Executive Committee shall work to an agenda which shall be prepared by the Vice-President in conjunction with the President. The agenda for each meeting and the minutes of the previous meeting shall be circulated to members of the Executive Committee and, if requested, to the Union's representatives on committees of academic units not less than two days in advance of the meeting.

3. A quorum for meetings of the Executive Committee shall be seven members, of which at least four shall be Officers, to include either both Sabbatical Officers or one Sabbatical Officer plus the Treasurer.

4. The Chairperson of Council shall be the chairperson of the Executive Committee or such other person as the Executive may appoint for a particular occasion.

5. No person, apart from those specified in Articles 7.iv and 22, shall be entitled to attend the meetings of the Executive Committee. The Executive Committee may invite other persons to attend for any specific item or items.

6. The Executive Committee may establish a subcommittee to assist the Events Officer or such other subcommittees as are appropriate.

7. No person shall become a member of the Executive Committee without signing a copy of the following statement:

   ‘I solemnly declare that in the determination of all matters which shall come before the Executive Committee of the Graduate Students' Union of Trinity College, Dublin I shall be guided by what I truly believe to be the best interests of the graduate students of Trinity College, Dublin and shall act in accordance with the Constitution of the Graduate Students' Union of Trinity College, Dublin.’

CHAPTER E. APPOINTMENT OF UNION REPRESENTATIVES
1. The Union shall elect representatives to committees of the College or University at the Annual General Meeting (in accordance with Schedule II.A) as prescribed by the Statutes, Calendar and other College Documents and as set forth in Schedule XII:

2. The Union shall elect representatives to the Faculty committees at the Annual General Meeting (in accordance with Schedule II.A). The number of representatives per Faculty shall be as prescribed by the Statutes, Calendar and other College Documents and as set forth in Schedule XI.

3. The Union’s representatives on each of the Faculty Committees shall appoint from among their number a representative to the Executive Committee of the Faculty (subject to Article 16), and to other Faculty committees which may be constituted from time to time.

4. Postgraduate representatives to committees of academic Units other than as set forth above shall be chosen by the postgraduate students in the relevant academic unit according to local procedures. Furthermore, there shall be at least one Research Representative and one School Research Representative per School. For cases in which the members in the relevant academic unit have not selected a representative, the GSU Executive Committee may co-opt a representative from the relevant academic unit.

1. The President, Vice-President, Treasurer and other representatives shall represent the Union on the committees of academic units as set out in Schedule XII.

**SCHEDULE II.**

**CONDUCT OF VOTING**

**CHAPTER A. ELECTIONS AT GENERAL MEETINGS**

1. A Presiding Officer, who shall be the Chairperson of the Electoral Commission, shall be present at a General Meeting to ensure that all voting is conducted in an efficient and proper manner.

2. The Presiding Officer shall be assisted by the two ordinary members of the Electoral Commission acting as tellers and by any acting members appointed by the Electoral Commission in accordance with Article 19.c.

3. Should any member of the Electoral Commission not be in attendance, and where the Electoral Commission has not appointed acting members in the absence of any such absent member in accordance with Article 19.c, the General Meeting shall appoint an acting presiding member and up to 2 acting tellers to assist the Presiding Officer as required according to the following procedure:
   (a) Nominations for tellers shall be taken from the floor.
   (b) If more than two such nominations are received, the names of the tellers shall be drawn at random from the pool of nominations.

4. Each full member of the Union shall be entitled to one vote only in each election and on each motion.

5. Only those full members present at the General Meeting shall be entitled to vote. No arrangements shall be made for proxy voting.
6. Subject to the specific restrictions in Articles 8.d, 8.f, 8.g, 11.h and 16, and 18.a, any full member of the Union may stand for election to any position.

7. Each nomination and each seconding for election shall be made by full members of the Union other than the person so nominated. A nomination must be in writing stating the name and course of the candidate and his or her email address.

8. Any member standing for election to an Officer's position must submit his/her nomination at least seven days prior to the General Meeting. Such nominations shall be posted in a conspicuous place in the Common Room four days before the meeting. If no nomination has been received for an Officer's position, candidates may be nominated for that position at the General Meeting. Candidates for other positions may be nominated at the General Meeting.

9. A candidate may be nominated only with his or her consent.

10. The election for each position shall be by secret ballot and by the system known as Senatorial proportional representation.

11. If only one nomination is received for any member of the Executive Committee, a plebiscite (yes/no vote) shall take place at the General Meeting to ensure that he/she is acceptable to members of the Union. In the case of a ‘no’ vote, a vacancy shall exist and Article 10 shall apply.

12. Any objection to the conduct of an election at the General Meeting must be lodged with the Executive Committee of the Union and either the Provost of College or the Dean of Graduate Studies within seven days of the election. If the objection is upheld by either the Provost of College or the Dean of Graduate Studies, the Executive Committee shall call an Extraordinary General Meeting to take place not more than twenty-one days after receipt of the decision of the Provost of College or the Dean of Graduate Studies. The business of the Extraordinary General Meeting shall be to hold the disputed election again.

13. The results of the elections shall be posted in a conspicuous place in the Common Room within seven days of the Annual General Meeting.

14. Voting other than elections shall be conducted by a show of cards.

CHAPTER B. ELECTION BY BALLOT

1. The date for an election to be held by ballot must be published at least fourteen days in advance.

2. Nominations for positions which are to be filled by election by ballot must be received not less than seven days in advance of the election date. All nominations are to be received and validated by an Officer of the Union. Nominations are to be placed in a conspicuous place in the Common Room not less than four days in advance of the election.

3. If no nominations are received for a position, that position may be filled by co-option by the Executive Committee, unless the position is that of a member of the Executive Committee, in which case Article 10 shall apply.

4. If exactly one nomination is received for a position, the candidate shall be deemed to be elected unopposed, unless the position is that of an Officer of the Union, in which case a plebiscite (yes/no) vote shall be held to ensure that he/she is acceptable to members of the Union. In the case of a ‘no’ vote, a vacancy shall exist which shall be filled in accordance with Article 10.
5. If more than one nomination is received for a position, an election shall take place, using the system known as Senatorial proportional representation.

6. The Union shall arrange to have supervised polling stations erected at suitable points throughout College to allow the ballot to take place. Polling stations shall be open for a period of not less than eight hours. All full members of the Union who are members of the appropriate constituency shall be entitled to vote in an election held in this manner.

7. The Union may arrange to have the election conducted by an external agency, with the agreement and scrutiny of the Executive Committee.

8. Subject to the approval of a suitable system by the Electoral Commission and Executive Committee, members of the union may choose to vote electronically in those elections held in accordance with the provisions of this schedule.

9. A suitable system shall be defined as one,
   (a) Which allows members to cast their vote in secure and anonymous fashion
   (b) Where provision has been made to ensure the system remains available as far as is practical even in the face of technical failures
   (c) One where a full audit of each ballot cast is provided
   (d) Any further requirements, which are deemed necessary from time to time by the Electoral Commission.

10. All members of the union shall be offered the opportunity to inspect the design and operation of the chosen e voting system.

11. All computing services directly required in the provision of e voting shall be supervised by the Electoral Commission and shall reside in a secured location upon the main campus of College. Use of computing services of any kind whatsoever outside the confines of College in provision of e voting is strictly forbidden.

12. Upon closure of polling, all ballots cast electronically shall be printed upon paper and placed inside a ballot box under the supervision of the Electoral Commission. Counting may then commence in the normal fashion.

13. Members of the Union who wish to vote electronically must register their intent in advance through a website provided by the Electoral Commission.
   (a) Registration will commence when notice is given of an election and shall cease not less than 24 hours in advance of the election. Details of registration shall accompany the notice of election.
   (b) Each request to vote electronically will be verified and approved or rejected as appropriate by a member of the Electoral Commission. The electoral commission may appoint full members of the union to assist in accordance with Article 19.a
   (c) Members of the union who apply and who are approved to vote electronically shall be prevented from casting a vote at polling station.

CHAPTER C. ELECTORAL COMMISSION

1. The Electoral Commission shall operate in accordance with Article 19.

2. No person who has spoken on a motion may take part in the counting of votes on that motion.

3. The Electoral Commission shall arrange to have supervised polling stations erected at suitable points throughout College to allow the ballot to take place.
Polling stations shall be open for a period of not less than eight hours. All full members of the Union who are members of the appropriate constituency shall be entitled to vote in an election held in this manner. Each polling station should have the appropriate postgraduate lists, prepared in conjunction with the President. Each polling station should be properly equipped.

4. The Electoral Commission will undertake the following duties with regard to officer elections and referenda:
   (a) Organization of a public hustings for postgraduates if there is more than one candidate for the position.
   (b) In conjunction with the Events Officer, hold an event allowing postgraduates to meet with the candidates.
   (c) Publicise the elections through postering, email and the student media.
   (d) Organise polling clerks.
   (e) Arrange ballot boxes.
   (f) Ensure each polling station is adequately equipped.
   (g) Arrange, in conjunction with the President, for the list of correct polling stations for all postgraduate students to be made available on the Union website in advance and for the location to be given on all advertisements, emails and posters.

5. The Electoral Commission may participate in a review of the Constitution, as requested by the Executive Committee, but the members will be paid only for duties involving the conduct of Union elections.

SCHEDULE III.
LOCKERS

1. The Union provides a small number of lockers for use by members. Each member of the Union who wishes to use a locker may apply to the Executive Committee for a key. Before a locker key is issued:
   (a) the member must pay a rental fee to the Union, a portion of which is a deposit to be returned when the member returns the key. The fee and deposit shall be set by the Executive at the beginning of the academic year and a notice of the amount set shall be displayed in a prominent place in the Common Room and the GSU Office;
   (b) the member must have signed a statement to the effect that he or she has read the Reading Room rules and agrees to be bound by them;
   (c) the member's name and student number must have been entered into the Reading Room Locker spreadsheet.

2. The locker and the locker key remain the property of the Union at all times. Locker keys must be returned to the Union at the beginning of the next academic year, and may be re-issued on payment of a further rental fee as set by the Executive.

SCHEDULE IV.
ASSOCIATE MEMBERSHIP
Upon admission of a person to associate membership, an annual subscription shall be paid by that person to cover costs normally funded from the Capitation Fee of all graduate students in College. This subscription does not replace or subsume the key deposit. The amount of the subscription shall be decided by the Executive Committee.

SCHEDULE V.
PUBLICATIONS

1. An academic year diary shall be produced annually by the Executive Committee and distributed to each member upon registration. The diary shall seek to inform members of the functions and activities of the Union and shall provide information of relevance to members throughout College.

2. The *Trinity Postgraduate Review Journal* shall be the academic/scholarly journal of the Union and shall be produced annually. The *Journal of Postgraduate Research* sub-committee shall include the President, the Vice-President and the Events Officer. The Editor shall be any full member of the Union and shall be appointed by the Executive Committee before the end of Michaelmas Term.

3. *College Green* shall be the art journal of the Union and shall be produced annually. The Editor shall be any full member of the Union and shall be appointed by the Executive Committee before the end of Michaelmas Term.

4. *Postgrad News* shall be the information newsletter of the Union, and shall be produced at least once per term. The Events Officer and the President shall be jointly responsible for producing and distributing the newsletter, which shall include information of interest to graduate students on both College and Union issues.

5. The GSU Web Site ([www.tcdgsu.ie](http://www.tcdgsu.ie)) shall include current information of interest to graduate students on Union, College and wider issues. The Communications Officer and the President shall be jointly responsible for ensuring that the Web site is accurate and up-to-date.

6. All publications of the Union shall receive funding from the Union at the discretion of the Executive Committee, and may seek additional funding in the form of advertising or sponsorship.

SCHEDULE VI.
THE COMMON ROOM

1. The Common Room shall be open to members daily between such hours as the Executive Committee shall, from time to time, determine. The Executive Committee may close the Common Room for such periods as it deems necessary. Notice of the opening hours of the Common Room shall be posted in a conspicuous place.

2. The Executive Committee may, at its discretion, grant permission to use the Common Room to any individual or group, subject to the following conditions:
   (a) A request for use of the Common Room shall be made to the Executive Committee not less than 14 days in advance of the proposed date.
(b) Permission from all relevant College authorities shall be sought by the applicant. The Common Room will be made available only after such permission has been obtained.

(c) A deposit fixed by the Executive Committee shall be lodged with the Union. The Executive Committee may recommend that all or part of this deposit be forfeited in the event that the Common Room is left in an unsatisfactory condition.

(d) A charge fixed by the Executive Committee shall be paid to the Union. This charge may be higher for those not registered as holding a Common Room Key, and may be higher for those not members of College.

(e) Union functions shall take precedence over any other uses. Permission to use the Common Room shall not be granted where such action is deemed by the Executive Committee to be in conflict with the interests of the Union.

3. The residents of House 7 should be informed in writing at least seven days prior to any event held in the Common Room.

4. The security of the building and safety of residents and Common Room users shall be paramount in the decision to allow use of the Common Room.

5. For the duration of any event held in the Common Room, the entrance to House 7 must not be left open and unattended in order to safeguard the security and safety of the residents.

6. No person shall use the Common Room or its name in any advertisement or use the Common Room or any Union facilities or Union funds for business purposes or use the Common Room for meetings, receptions, or entertainments without the prior consent of the Executive Committee. If a member is found to be breaking the Common Room rules without the permission of the Executive Committee, and does not stop doing so after being warned, the Executive Committee shall be entitled to withdraw his/her privileges and remove his or her key.

7. Each full member shall be entitled to introduce not more than three visitors at any one instance to the Common Room and, upon introduction, each visitor's name shall be entered in the visitors' book along with the name and College identity number of the member. Associate members shall not be entitled to introduce visitors to the Common Room.

8. Each visitor shall be considered the guest of, and shall be accompanied for the entire duration of the visit by, the member introducing the visitor. The member introducing the visitor shall be responsible for the conduct of the visitor.

9. No person shall be introduced as a visitor to the Common Room whose conduct or presence in the Common Room shall be considered by the Executive Committee to be objectionable or prejudicial to the interests of the Union or the Common Room.

10. Any complaints regarding the conduct or the abuse of facilities by any visitor shall be considered by the Executive Committee. If the Executive Committee upholds any complaint then the visitor shall not be re-admitted to the Common Room, and the member responsible for introducing that visitor shall be advised of this by the Executive Committee. In extreme or recurring cases the member may have his/her Common Room rights and key withdrawn.
11. Each member of the Union who wishes to use the Common Room may apply to the Executive Committee for a key. Before a Common Room key is issued:
   (a) the member must have lodged a deposit with the Union. The deposit shall be set by the Executive at the beginning of the academic year and a notice of the amount set shall be displayed in a prominent place in the Common Room and the GSU Office;
   (b) the member must have signed a statement to the effect that he or she has read the Common Room rules and agrees to be bound by them;
   (c) the member's name and student number must have been entered into the Common Room key spreadsheet.

SCHEDULE VII.
SABBATICAL OFFICERS

1. Each Sabbatical Officer must complete at least forty hours of training service over the ten-week period preceding the date he or she takes office. During the training period, the incoming Sabbatical Officer shall be entitled to compensation as a Part-Time Officer of the Union. During the training period, the incoming Sabbatical Officer shall be responsible for welcoming and orienting incoming postgraduate students, preparing a budget with the treasurer for the new financial year, and other duties as required.

2. Each Sabbatical Officer shall be a full-time employee of the Union. The full-time employment of each Sabbatical Officer shall commence on the date he/she takes office, and shall terminate on the date he or she leaves office, by resignation, by removal, or on the appointment of his or her successor.

3. Each Sabbatical Officer shall receive a monthly salary (in arrears), the amount of which shall be determined by the Executive Committee after consultation with the Senior Dean.

4. Each Sabbatical Officer shall be entitled to a room on Campus for the duration of his/her term in office. The Union shall be liable for no more than €7,000 per year in respect of this accommodation and any additional cost shall be borne by the Sabbatical Officer. A 'room on Campus' is defined herein as a room on the Campus of Trinity College Dublin that is no more than 2km from House 6. In the event of such rooms not being available, the Sabbatical Officer(s) concerned shall procure appropriate accommodation as close as possible to House 6, Trinity College Dublin and the Union shall pay a contribution not exceeding €580 per month towards his/her rent. This amount shall be paid directly to the landlord. As rooms on Campus become available the Sabbatical Officer(s) concerned shall vacate his/her temporary accommodation and occupy a room on Campus.

5. Each Sabbatical Officer shall be entitled to not more than twelve days of paid holidays in each quarter, with the total number of days of paid holidays in each year not exceeding thirty. Not less than seven days' notice must be given of holidays, except with the consent of the Executive Committee. Unpaid holiday leave may only be taken with the prior consent of the Executive Committee.

6. Each Sabbatical Officer shall be available for consultation in the Union office for not less than fifteen hours in each week during the Academic Terms, and for not less than six hours in each week during the Vacations, except for his/her holiday periods. The office hours of each Sabbatical Officer must be posted in a conspicuous place at the start of each week.
### SCHEDULE VIII.
**GSU REPRESENTATIVES ON UNIVERSITY AND COLLEGE COMMITTEES**

<table>
<thead>
<tr>
<th>Committee</th>
<th>Members</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board of College</td>
<td>1</td>
<td>President</td>
</tr>
<tr>
<td>Council of the University</td>
<td>1</td>
<td>Vice-President; 2 further GSU Representatives</td>
</tr>
<tr>
<td>Research Committee</td>
<td>1</td>
<td>President</td>
</tr>
<tr>
<td>Graduate Studies Committee</td>
<td>2</td>
<td>President, Vice-President</td>
</tr>
<tr>
<td>Estates Policy Committee</td>
<td>1</td>
<td>President</td>
</tr>
<tr>
<td>College Safety Committee</td>
<td>1</td>
<td>President</td>
</tr>
<tr>
<td>Library and Information Policy Committee</td>
<td>1</td>
<td>President</td>
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<tr>
<td>Information Technology Services Users committee</td>
<td>1</td>
<td>President</td>
</tr>
<tr>
<td>Panel of Enquiry</td>
<td>1</td>
<td>GSU Representative</td>
</tr>
<tr>
<td>Academic Appeals Committee</td>
<td>1</td>
<td>Vice-President</td>
</tr>
<tr>
<td>Student Disciplinary Committee</td>
<td>2</td>
<td>GSU Representatives</td>
</tr>
<tr>
<td>Equality Committee</td>
<td>1</td>
<td>GSU Representative</td>
</tr>
<tr>
<td>Welfare Committee</td>
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<td>Vice-President</td>
</tr>
<tr>
<td>Quality Committee</td>
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<td>Vice-President</td>
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<td>Capitations Committee</td>
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<td>President, Treasurer,</td>
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<td>Finance Committee</td>
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<td>President</td>
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<td>Chapel Committee</td>
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<td>GSU Representative</td>
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<tr>
<td>International Committee</td>
<td>1</td>
<td>President</td>
</tr>
<tr>
<td>Student Life Committee</td>
<td>2</td>
<td>President, Vice-President</td>
</tr>
<tr>
<td>Academic Appeals Committee for Graduate Students (Research)</td>
<td>1</td>
<td>GSU Research Student’s Representative</td>
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<tr>
<td>Academic Appeals Committee for Graduate Students (Taught)</td>
<td>1</td>
<td>GSU Postgraduate Taught Student’s Representative</td>
</tr>
<tr>
<td>Access Steering Committee</td>
<td>1</td>
<td>Vice-President</td>
</tr>
<tr>
<td>Advisory Committee on Honorary Degrees</td>
<td>1</td>
<td>Vice-President</td>
</tr>
<tr>
<td>Committee on Student Conduct and Capacity</td>
<td>4</td>
<td>Student Representatives</td>
</tr>
<tr>
<td>Financial Assistance Committee</td>
<td>1</td>
<td>President</td>
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SCHEDULE IX.
LEVEL OF REMUNERATION

The Sabbatical Officers of the Union shall be paid a sum of €1131 per month.

SCHEDULE X.
FINANCIAL PROCEDURES

CHAPTER A. RECEIPT OF MONIES

1. All receipts must be lodged to the current bank account.
2. A receipt should be issued for all cash received (including capitation receipts).

CHAPTER B. PAYMENTS & EXPENSE INVOICES

1. All cheques issued must be signed by the Treasurer and one Sabbatical Officer.
2. Invoices received must be approved by two Executive Officers.
3. Petty cash should be recorded on an impress system; that is, the amount of petty cash on hand should always be kept to a minimum and only replenished when funds are low. All expenditure must be accompanied by a petty cash voucher, duly signed by the Executive Officer who expended the amount and authorised by another Executive Officer.

CHAPTER C. OFFICER EXPENSES

1. Officer expenses must be signed by the claimant and must be approved by the Treasurer, unless the circumstances mentioned in 3b arise.
2. The Treasurer’s expenses must be approved by either the President or the Vice-President.
3. The following shall apply regarding expenses for meetings:
   (a) Only the President and Vice-President are eligible to claim expenses for food consumed at meetings.
   (b) Expenses for food shall only be paid when a meeting starts at least one hour before, and ends at least one hour after, a meal would normally be taken.
(c) Expenses for food shall only be paid when a meal is consumed during a meeting and such expenses shall not exceed €15.

(d) Expenses for alcohol consumed before, during or after a meeting shall not be payable.

(e) Expenses for transport to or from a meeting shall be paid provided that the Officer travelled by the least expensive method of public transport available.

(f) The Treasurer may claim expenses of up to €15 for meetings with the Auditor, up to a maximum of four claims for the duration of their term in office.

4. In the case of away trips, expenses shall be paid to the Events Officer to cover transport, accommodation and meals. Expenses in relation to meals shall not exceed €40 for every 24 hour period. No other Officer shall be eligible for expenses arising from away trips.

CHAPTER D. SALARIES

1. All incoming salaried personnel must provide a PPS number and, if applicable, an approved work permit prior to taking office.
2. A payslip must be issued to all salaried personnel.
3. A salaried employee may be obligated to reside on campus and if so this obligation must be communicated to the employee.

CHAPTER E. FIXED ASSETS

1. Purchase of fixed assets over €500 must be approved by the Executive Committee.

CHAPTER F. BANK ACCOUNTS

1. All bank accounts must be maintained within the Bank of Ireland Trinity Branch, Trinity College Dublin, unless specific authorisation for an account elsewhere is authorised by the Executive Committee.

CHAPTER G. AUDITING

1. The Auditor shall be required to audit these Financial Procedures during the course of his audit and report to the Executive Committee as to their application by the Executive Officers.

CHAPTER H. REVIEW

1. These procedures should be reviewed by the Treasurer and the Auditor at least once per year before the financial yearend accounts are signed-off.
2. These procedures may be amended by the Executive Committee only following consultation with the Auditor, whose views must be taken into account.

CHAPTER I. EFFECTIVE DATE

1. These Financial Procedures are effective from the first day of January 2007.
CHAPTER J. QUALIFICATIONS

1. The Auditor must have ‘Registered Auditor’ status as defined by the Companies Act 1963-2007.
2. The person contracted to prepare pay slips must hold a minimum qualification of ‘Accounting Technician’ as recognised by the Institute of Accounting Technicians in Ireland.

SCHEDULE XI.
MEMORANDUM OF AGREEMENT

CHAPTER A. PREAMBLE

The students of Trinity College Dublin, the University of Dublin (thereafter known as TCD), have historically been represented by two distinct students' unions; the T.C.D. Students' Union (SU), representing all students in the College, and the T.C.D. Graduate Students' Union (GSU), representing only the postgraduate students of the College. In order that the two students' unions might avoid discord, and work together to promote the interests of the students of TCD, the Unions formally agree to cooperate in the general area of student representation, and in particular agree to the following:

CHAPTER B. REPRESENTATION ON COLLEGE COMMITTEES

All student representatives on a committee of the College or University shall be appointed by the SU, save where that committee's constitution calls for representatives from postgraduate students whereupon the representatives shall be appointed by the GSU. Each Union may seek to have its representation on a particular committee expanded, but without prejudice to the representation of the other Union.

CHAPTER C. REPRESENTATION OF THE STUDENT BODY

The SU is the principal representative body of the undergraduate students of TCD and represents all students. The GSU is the principal representative body of the postgraduate students of TCD, however it is to be recognised that the postgraduate students are also members of the SU, and may be represented by the SU in relation to issues which affect all students.

If representation is to be made on an issue that affects undergraduate and postgraduate students equally, the SU shall take action, representing the student body as a whole, with support from the GSU if appropriate.

If representation is to be made on an issue that affects primarily postgraduate students, the GSU shall take action, representing the postgraduate students, with support from the SU if appropriate. This arrangement should apply to issues that arise both within TCD and externally.
If a campaign issue is brought to the GSU before being presented to the SU, and the issue affects all students equally, the GSU shall bring this issue to the SU council first. If rejected at the SU council, the GSU may still decide to run a campaign independent of the SU on this issue.

If individuals with responsibility for particular areas are appointed to committees, they shall be appointed by the SU only, except where the area in question is of particular relevance to postgraduate students, whereupon they shall be appointed by the GSU only. This section is without prejudice to either Union assisting with campaigns of specific relevance to either or both Unions.

CHAPTER D. REPRESENTATION OF THE STUDENT CONSTITUENCIES

The SU shall arrange for the election of representatives from the undergraduate student constituencies as specified in the SU Constitution. These representatives shall be appointed by the SU to the Council of the SU, and to Department, School and Faculty Committees as appropriate.

The GSU shall arrange for the election of representatives from the postgraduate student constituencies as specified in the GSU Constitution. These representatives shall be appointed by the GSU to the Council of the GSU, and by the GSU to Department, School and Faculty Committees as appropriate.

If either Union requires assistance with running elections (for example, promotion), both Unions shall work together to assist the other with the election in question.

CHAPTER E. LIAISON OF THE UNIONS

Representatives of the Executive of the SU should meet at least once per term with representatives of the Executive Committee of the GSU to identify and discuss areas of common interest and concern. In particular, the President of the SU and the President of the GSU should arrange to meet regularly, with best practice indicated as at least twice per month.

The GSU Vice-President and the Education and Welfare Officers of the SU should arrange to meet regularly and if possible at least once a week during Michaelmas and Hillary Term.

CHAPTER F. REVIEWAL AND RENEWAL

This MoA will be reviewed by both Unions on a triennial basis and by latest November 2019.