GSU Bye-Laws 1
Honorary Membership

(a) A former Officer or a former member of the Graduate Students’ Union of Trinity College Dublin who has provided notable service to the Union and who is no longer a full member of the Union may become an Honorary Member.

(b) An individual may be proposed as an Honorary Member by the Executive Committee of the Union and upon quorum approval such an Honorary Membership shall last for a period of no more than three years at which stage the Executive Committee may decide by quorum approval to renew said membership for a similar period of three years.

(c) Honorary Membership shall infer all benefits of ordinary membership save voting rights and the ability to stand in any Union elections.

GSU Bye-Laws 2
Voting Rights

(a) Only full member of the Graduate Students Union of Trinity College Dublin shall have voting rights in all matters which are put to the membership, these matters include but are in no way limited to.

(i) Election of members of the Executive Committee,
(ii) Election of Representatives for Schools and/or Academic Units,
(iii) Motions raised in the context of General Meetings, and,
(iv) Issues of Constitutional
GSU Bye-Laws 3
PROVISIONS COMMON TO ANNUAL AND EXTRAORDINARY GENERAL MEETINGS

a) 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.

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

c) At least fourteen days before a General Meeting, a notice of such meeting and a proposed agenda of business to be transacted shall be suggested online.

d) 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. 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 five days prior to the General Meeting. Notice of such a motion shall be posted online at least four days prior to the General Meeting. For each motion tabled for consideration a vote shall be taken. 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 the Constitution, no motion shall be deemed to have passed unless it is carried by a simple majority of the members of the Union.

e) 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. Such a decision 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. This is a matter of dignity and respect which is key to the running of productive meetings in the Union.

f) All elections shall be by secret ballot. All voting shall be online. Each full member shall have one vote on each motion and in each election.
GSU Bye-Laws 4

ANNUAL GENERAL MEETING

1. The Annual General Meeting of the Union shall be held in normal circumstances in Michaelmas Term before the end of the first full week of November in each year, save in extraordinary circumstances where a time is to be fixed, to transact the business set out in paragraph 3 of this By-Law

   a) to fill any vacancy in the office of President, Vice-President and/or announce the other elected members of the Executive Committee in accordance with the GSU Constitution;

   b) to elect or announce the elected Union's representatives on committees

   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 the 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 outlined at 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 upon request.

3. The agenda of the Annual General Meeting shall be:

   (a) Election of temporary Chairperson if required pursuant to the Constitution and Bye-Laws created ancillary to the same or introduction of elected chairperson to GSU members.

   (b) Apologies.

   (c) Approval of Minutes.

   (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. Other reports

(g) Presentation and adoption of written reports from the Union's representatives on committees of academic units if required.

(h) Election result of Presiding Officer and 2 Tellers in accordance with the Constitution if vacancy exists in the outgoing Electoral Commission.

(i) Elections or the delivery of online results 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

   (ii) Election of other members of the Executive Committee or introduction to officers elected online

       3. GSU Representative Officer from AHSS faculty
       4. GSU Representative Officer from the STEM faculty
       5. GSU Representative Officer from HS faculty
       6. GSU Equality and Diversity Officer
       7. GSU Research Student Officer
       8. GSU Student Parent Officer

(ii) Members of the incoming Electoral Commission

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

(k) Any other business.
GSU Bye-Laws 5
EXTRAORDINARY GENERAL MEETING 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.

GSU Bye-Laws 6
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 11, 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. This shall be done by way of an in-quorum majority decision.

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.’

8. Discussions which are undertaken within the context of a GSU Executive Committee meeting shall be confidential unless disclosure is ratified by an in quorum majority.
GSU Bye-Laws 7
Definitions of Executive Members.

(i) 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.

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

(c) The President shall be a Sabbatical Officer, with responsibilities and entitlements as set out in Bye-Law 15.

(d) The President must withdraw from the College books for a Sabbatical from Trinity College for the duration of their tenure as President and shall not enter into any employment which is in conflict with, or impinges upon, their 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.

(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 and Chair for determining a venue, the time and the agenda for the meetings of the Executive Committee. The President and chair 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 with help from a communications team 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 I.T Officer 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.

(ii) Vice-President.

(a) The primary duty of the Vice-President is that of Welfare and Education Officer of the Union and shall have ultimate responsibility for ensuring that all individual student cases brought to their 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.

(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 Bye-Law 15.

(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, their 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 Bye-Law 15.

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

(iii) 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.

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

(iv) Engagement Officer.

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

(b) The Engagement Officer shall be responsible, with the Executive Committee, for the letting of the Common Room for outside use, in accordance with Bye-Law 13.

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

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

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

(v) Communications Officer.

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

(b) The Communications Officer 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 Schools and Faculties as well as beyond.

(c) The Communications Officer shall have responsibility for;

i. Facilitating the GSU to bring postgrad news through social media, website & print.
ii. Management of the 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 by the president
v. Communicate weekly with the TCDGSU Officers

(d) Additional duties may include;

i. Coordination of communications training for members of GSU executive
ii. Create and launch targeted marketing campaigns as may arise
iii. Help manage the website alongside the I.T Officer
iv. Communicate with the Sabbatical team regarding internal plans

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

(vi) Information Technology Officer

(a) The Information Technology Officer is responsible for the coordination of all the technological aspects of the functioning of the GSU.

(b) This shall include, but is in no way limited to;

(i) Updating the GSU Website and social media accounts alongside the Communications Officer
(ii) Ensuring that mail lists are properly maintained and that all Postgraduate students are kept up to date through electronic means.
(iii) Ensuring that all meetings which are held through electronic means function in an effective manner

(c) Due to the nature of the work and qualifications required, the Information Technology Officer shall be an interviewed position and remuneration will be in line with other Union processes in this regard.

(vii) Irish Language Officer

(a) The Irish Language Officer is responsible for the advancement of the Irish Language within the Post-Graduate community and shall do all things ancillary to the promotion and development of the Irish language within the postgraduate community.

(b) The Irish Language Officer shall also be responsible for ensuring that all official communications coming from the GSU to the wider postgraduate community shall also be available and disseminated in the Irish Language.

(c) Due to the nature of the work and qualifications required, the Irish Language Officer shall be an interviewed position and remuneration will be in line with other Union processes in this regard.
(viii) Oversight Officer

(a) The Oversight Officer shall be responsible for ensuring that the processes of the GSU as delineated upon within its Constitution and the Bye-Laws created ancillary to the same.

(b) The Oversight Officer shall be available for consultation with members of the Executive Committee in order to give clarity on any issues they may have and advise accordingly.

(c) The Oversight Officer shall sit on the GSU Board as an Ex-Officio Officer and will have a responsibility for taking minutes at meetings of the GSU Board.

(d) Due to the nature of the work and qualifications required, the Oversight Officer shall be an interviewed position and remuneration will be in line with other Union processes in this regard.

(ix) Equality and 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;

(i) 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 officer ship.

(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;

(i) 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 pertains to 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 an elected position and shall be elected in accordance with the Unions protocols for elected officer positions pursuant to the GSU Constitution and its By-Laws.
(x) Disability Officer.

(a) This Officer shall represent the interests of differently abled members of the GSU and their interests within the wider college and societal community and shall also endeavor to ensure full and equal involvement of the differently abled within the GSU and wider College Community. This shall be based upon the idea of equity for those who are differently abled and not merely equality.

(b) This Officer shall be a member of the GSU who is differently abled in order to ensure that the interests of those they represent are represented from an understanding and empathetic perspective.

(xi) Student Parent Officer.

(a) This Officer shall represent the interests of Student Parents who are members of the GSU and shall also endeavor to ensure full and equal involvement of the Student Parents within the GSU and wider College Community.

(b) This Officer shall be a member of the GSU who is a Student Parent in order to ensure that the interests of those they represent are represented from an understanding and empathetic perspective.

(c) This officer position is an elected position and shall be elected in accordance with the Unions protocols for elected officer positions pursuant to the GSU Constitution and its By-Laws.

(xii) 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.
(xiii) 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.

(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.

(xiv) Fundraising Officer.

(a) This officer shall be responsible for fundraising for the Union, this shall include;

(i) Organising events alongside the Events Officer,
(ii) Seeking Sponsorship for the Union from outside bodies.

(b) Prior to agreeing sponsorship with any outside body, the Fundraising Officer must place the terms of said sponsorship before the Executive at the next available opportunity in which it shall be discussed and voted upon.

(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.

(xv) 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.

(c) This officer position is an elected position and shall be elected in accordance with the Unions protocols for elected officer positions pursuant to the GSU Constitution and its By-Laws.
(v) 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 Relevant By-Laws.

(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, and any responsibilities and/or ethical policies delineated within the GSU Constitution and its associated Bye-Laws.

GSU Bye-Laws 7
Electoral Commission

(a) The Electoral Commission shall operate in accordance with Article 12.

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

(c) 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.

(d) The Electoral Commission will undertake the following duties with regard to officer elections and referenda.

(i) Organization of a public hustings for postgraduates if there is more than one candidate for the position.

(ii) In conjunction with the Events Officer, hold an event allowing postgraduates to meet with the candidates.

(iii) Publicise the elections through email and the student media.

(iv) Manage all GSU elections and voting online.

(e) 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.
**GSU Bye-Laws 8**

**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 €1131 per month.

(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.

**GSU Bye-Laws 9**

**Financial Procedure**

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).

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.

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 Engagement (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.

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. An employee may reside a certain distance from campus.

E. FIXED ASSETS

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

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.

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.

H. REVIEW

1. These procedures should be reviewed by the Treasurer and the Auditor at least once per year before the financial year end 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.

I. EFFECTIVE DATE

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

1. The Auditor must have ‘Registered Auditor’ status as defined by the Companies Act 2014.
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.

GSU Bye-Laws 10
Conduct of Voting.

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.

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 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 or online.
   (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. Subject to specific restrictions as established in the GSU Constitution and its associated Bye-Laws, 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 own nomination at least seven days prior to the General Meeting. If no nomination has been received for an Officer's position, candidates may be nominated for that position at the General Meeting. Online voting will elect officers of the Union and successful candidates will be announced at the Annual General Meeting. Candidates for other positions may be nominated at the General Meeting if those positions are unfilled.

9. A candidate may be nominated only with his or her consent.
10. The election for each elected position shall be by secret ballot and by the system known as Senatorial proportional representation. It will be facilitated online prior to the AGM.

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 they are acceptable to members of the Union or a RON shall apply online. In the case of a ‘no’ vote or a RON vote succeeding in an online election, 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 save in exceptional circumstances.

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

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. Only ballot elections shall take place in ordinary times.

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

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 electronic voting system.

11. All computing services directly required in the provision of electronic 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 9 and Article 12
   (c) Members of the union who apply and who are approved to vote electronically shall be prevented from casting a vote at polling station.

C. ELECTORAL COMMISSION
1. The Electoral Commission shall operate in accordance with Article 9 and Article 12.

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 posterizing, 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.

GSU Bye-Laws 11

Lockers.

1. The Union provides a small number of lockers for use by members. Each postgraduate 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;
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.

GSU Bye-Laws 12
Publications.

1. The Trinity Postgraduate Review Journal shall be the academic/scholarly journal of the Union and shall be produced annually in normal circumstances. The Journal of Postgraduate Research shall be chaired by the President and the Vice-President and the Engagement Officer and the Communications Manager and IT Manager shall handle the online launch and publicity. The Editor shall be any full member of the Union and shall be agreed by the Executive Committee in consultation with the President, Vice-President and the GSU Research Officer before the end of Michaelmas Term.

3. College Green shall be the creative journal of the Union and shall be produced annually in normal circumstances. College Green Journal shall be chaired by the President and the Vice-President and the Engagement Officer and Communications Manager and IT Manager shall handle the online launch and publicity. The Editor shall be any full member of the Union and shall be agreed by the Executive Committee before the end of Michaelmas Term.

5. The GSU Web Site (www.tcdgsu.ie) shall include current information of interest to graduate students on both College and Union issues. The Communications Officer,
Engagement (Events) Officer, the President and the Information Technology shall be jointly responsible for ensuring that the Web site is accurate and up to date and secure.

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.

GSU Bye-Laws 13

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 for safety or in extraneous circumstances. Notice of the opening hours of the Common Room shall be posted by the Union 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 7 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) 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 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 Vice-President. If a member is found to be breaking the Common Room rules without the permission of the Vice-President or President, and does not stop doing so after being warned, the Executive Committee shall be entitled to withdraw privileges and remove the access key from the student.

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 the Union 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 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.
GSU Bye-Laws 14

Board.

1. 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 the Constitution as may be referred to them by the Executive Committee.

2. The Board shall convene as often as is required.

3. 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, resources and support necessary to discharge their duties associated with this position, including the maintenance of Board minutes and documents, as required by the Union.

   (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.

4. GSU Council can send non-executive members as a nominee to Board meetings.

5. 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.

6. 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 in the normal conduct of their business.

8. The Board shall endeavor to reflect the Postgraduate population in terms of equality and diversity being fully aware that different lived experiences of members shall serve the best interests of the Union. As precedent has been set, GSU Board members can be drawn from the wider community without holding a Trinity degree if certain strategic advice is desired by Union in the opinion of the Nominations Committee and/or the GSU President.

9. The mode of appointment of voting members of the GSU Board shall be through the Nominating Committee. The Nominating Committee shall present nominees which
shall be approved at AGM. The term of GSU Board positions is for three years with the opportunity to step down after one year if work schedules don’t facilitate. A Board member can step down by writing to the GSU President. Board member’s positions shall be filled according to Article 10. If an intervening period presents between the end of term of one board and the holding of the next General Meeting, the GSU President and GSU Oversight Officer shall create an interim board alongside the Nominations Committee.