

STANDING ORDERS GOVERNING THE POSTGRADUATE STUDENTS' ASSOCIATION

1. Definition

1.1 The Postgraduate Students' Association (PSA) is a standing committee as defined in Standing Order 1001 and will be subject to these regulations. The Postgraduate Students' Association is responsible to the Vice President Education and is supported by the Assistant Membership Services Manager.

2. Aims

2.1 The Postgraduate Students' Association Committee, with support from the Vice President Education and Assistant Membership Services Manager, will work to:

- 2.1.1 Represent Postgraduate students in all aspects of their student life, including academic representation and creating a community for Postgraduate students.
- 2.1.2 Use feedback gathered from Postgraduate Students' Association (PSA) Hubs and other feedback mechanisms, and provide this feedback to the Executive Committee;
- 2.1.3 Work with the Executive Committee to organise and deliver campaigns to support all Postgraduate students;
- 2.1.4 Work with the Executive Committee to organise and deliver activities and events for postgraduate students to help to build a community for postgraduate student at the University of Lincoln.
- 2.1.5 Act as a decision-making body for Postgraduate student decisions, feeding into the Executive Committee for approval.

3. PSA Officer

3.1 The Chair of the PSA Committee is a volunteer officer and shall be known as the "PSA Officer", and shall be elected once per academic year, in accordance with Bye-Law 7. The PSA Officer shall have responsibility for the PSA Committee. The PSA Officer represents Postgraduate students as a compulsory, voting attendee at All Student Members' meetings, where they will report on the impact and progress of the PSA Committee. They will also attend Senior Representatives Group (SRG) to provide updates.

4. Postgraduate Students' Association Committee

4.1 The PSA Committee shall be active in the promotion of Postgraduate students' rights and needs, in accordance with ULSU's charitable objects. The PSA Committee shall be responsible for the organisation, direction and performance of the group in fulfilling its strategy and delivering on campaigns, events and activities. The PSA Committee shall be responsible for monitoring and updating its long-term strategy.

4.2 The membership of the committee shall be:

4.2.1 Vice President Education and the Vice President Wellbeing & Community who shall be ex-officio members;

4.2.2 PSA Officer: who shall chair the committee and lead and guide the committee members. The PSA Committee Officer shall liaise regularly with the VP Education regarding committee activities; shall be responsible for the application of the Students' Union Constitution, Bye-Laws, Standing Orders and relevant Policies; shall ensure that the Executive Committee of the Union are informed of planned events so that members are able to report back to their areas; be responsible for ensuring the committee engage in actively promoting the membership and engagement within the SU and to produce monthly reports to the Executive Committee and shall ensure all activities are safe and follow the agreed health and safety procedures.

4.2.3 Secretary: who shall assist the PSA Officer in administration and organisation of the PSA Committee and shall operate as the Deputy for the PSA Officer. They shall be responsible for maintaining the membership list of the PSA Committee; preparing and circulating papers prior to meetings and taking minutes and sending these through to the clerk of the PSA who shall be the Assistant Membership Services Manager;

4.2.4 Social Secretary: who shall work with the PSA Officer and the Executive Committee to organise a programme of social activities and events for Postgraduate students, both on campus and online.

4.2.5 Communications Lead: who shall work with the rest of the PSA Committee and the Executive Committee to ensure that PSA campaigns are well promoted, working with other student networks. They will also support the PSA Social Secretary in promoting the social events and activities to Postgraduate Students.

4.2.6 Postgraduate Taught Officer: Cross-campus elected, the Postgraduate Taught Officer will lead on the representation of Postgraduate Taught students, working with the Executive Committee, and sitting on University Committees to effectively represent PGT students. The PGT Officer will also work closely with the PGT Dean.

4.2.7 Postgraduate Research Officer: Cross-campus elected, the Postgraduate Research Officer will lead on the representation of Postgraduate Research students, working with the Executive Committee, and sitting on University Committees to effectively represent PGR students. The PGR Officer will also work closely with the Doctoral School.

5. Membership

5.1 The PSA has three types of membership:

5.1.1 **Full Membership:** Full membership is open to all Postgraduate students, and those who have an interest in postgraduate students' issues, who are full members of ULSU as defined in Bye-Law 1.

5.1.2. **Auto enrolment:** All postgraduate students at the University of Lincoln will be auto enrolled into the Postgraduate Students' Association, unless opted out of the Students' Union or the PSA.

5.1.3 **Associate Membership:** Associate membership is open to all postgraduate students, and those who have an interest in postgraduate students' issues, who are associate members of ULSU as defined in Bye-Law 1.

6. Elections

6.1 The PSA Officer shall be elected in semester two in accordance with Bye-Law 7 and Standing Order 1001 (8.0) and shall hold their position from 1st October to 30th September of the next academic year. If a member is elected through an emergency election during the academic year to fill a vacant post, then they shall hold the position until the 30th September of their academic year.

6.2 The Postgraduate Taught Officer and the Postgraduate Research Officer will be elected in October in accordance with Bye-Law 7 and Standing Order 1001 (8.0) and shall hold their position from 1st October to 30th September of the next academic year.

6.2.1 If a member is elected through an emergency election during the academic year to fill a vacant post, then they shall hold the position until the 30th September of their academic year.

6.3 The committee members for the PSA Committee shall be elected through an online election, commencing 7 days after an Officer has been elected or co-opted. They shall hold their position for the relevant academic year, ending 30th September.

6.4 A committee can only be elected, providing there is an elected or co-opted Officer in position for the relevant academic year.

6.5 Only Members of the PSA are eligible to nominate themselves for a PSA Committee position, excluding the Postgraduate Taught Officer and Postgraduate Research Officer positions.

6.6 The PSA Committee members shall be elected by the members of the PSA. For an election to be valid there must be at least 1.5x the number of votes as candidates standing for the position(s).

6.7 Each PSA member is entitled to one vote per Committee position.

6.8 If a Committee Member is elected through an emergency election during the academic year or co-opted into position to fill a vacant post then they shall hold the position until the 30th September of that academic year.

6.9 Candidates will be informed via email whether they have been successfully elected or not, within 24 hours (excluding non-working days) of the closing of the election.

7. Training

7.1 All of the PSA Committee are to receive E-Learning training each year.

7.2 All mandatory E-Learning must be completed within one month of being elected or co-opted.

7.3 E-Learning will be available through the 'My Account' on their Students' Union Dashboard.

7.4 Once their term of office has commenced and upon completion of mandatory training, the Student Dashboard shall become accessible to the Committee Member.

8. Meetings

8.1 Meetings of the PSA Committee shall take place at least once every six (6) weeks and at least twice per academic term.

9. Quorum

9.1 The quorum of such meetings shall be 50% plus one of the voting membership excluding the Vice President Education.

9.2 If the PSA Officer is unable to attend, they can give written permission to the Secretary to chair the meeting.

9.2.1 This written permission will need to be included in the minutes of the relevant meeting and circulated to other committee members.

10. Minutes

10.1 The minutes shall be taken by the Secretary, who will then send them to the clerk of the PSA, who shall be the Assistant Membership Services Manager.

10.2 In event of 9.2 occurring, then minutes shall be taken by the Social Secretary.

11. Voting

11.1 All Proposals shall require a simple majority (50% +1) pass.

11.1.1 All votes shall be public except those for Proposals for informal warnings, formal warnings, and removals from post, which shall be conducted by secret ballot, counted by the Secretary and checked by the PSA Officer.

11.1.2 If the Proposal is against the PSA Officer then it shall be checked by the Vice President Education.

11.1.3 If the Proposal is against the Secretary then the count will be by the PSA Officer and checked by the Vice President Education.

11.1.4 The PSA may give informal warnings and formal warnings to the PGT and PGR Officers, however removals from post should go to an accountability forum in line with Bye-Law 3 and Standing Order 1003.

11.2 Proposals for informal warnings, formal warnings or the removal from post should be conducted in accordance with Standing Order 1001 (13.0).

12. Powers

12.1 The PSA Committee shall be able to:

12.1.1 Pass a Proposal for an informal warning against the PSA Officer;

12.1.2 Bring Proposals for formal warnings and removals from post, as detailed in Bye-Law 5, against the PSA Officer, PGT Officer and PGR Officer to the Executive Committee;

12.1.3 Pass a Proposal for an informal warning, formal warning or the removal from post against other PSA Committee members. Proposals for the removal from post are to be ratified by student members and if successful the member is removed from the PSA Committee;

12.1.4 Submit questions in writing to the Trustees of ULSU to be asked by the Vice President Education.

13. Budget

13.1 The budget for the Postgraduate Students' Association will be held within the Membership Services Department budget.

13.2 The PSA will be able to request funding from this budget for specific campaigns, through an application to be approved by the Executive Committee.

KT October 2020

Passed at Executive Committee:

