

## STANDING ORDERS GOVERNING THE POSTGRADUATE STUDENTS' ASSOCIATION HUBS

### 1. Interpretation

- 1.1 These Standing Orders shall be read in conjunction with the Constitution, Bye-Laws and the relevant Standing Orders of the University of Lincoln Students' Union and shall be interpreted accordingly.

### 2. Definition

- 2.1 The Postgraduate Students' Association (PSA) Hubs exist to provide social opportunities for PSA members as well as acting as a forum to collect student feedback.
- 2.2 The PSA Hub 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 Membership Services Department.
- 2.3 The Postgraduate Students' Association Hubs will be led by the PSA Committee Members as a programme of activities throughout the year to collect feedback and support the Postgraduate community.
- 2.4 The PSA Committee and VP Education will be supported by the Assistant Membership Services Manager with the administration of the Hubs.

### 3. Remit

- 3.1 The PSA Hubs will:
  - 3.1.1 Provide a forum for members and PSA Committee Members to discuss issues affecting students and organise activities to improve representation and promote positive wellbeing and a community amongst Postgraduate students;
  - 3.1.2 Provide opportunities for PSA members to meet one another within a social environment.
  - 3.1.3 Provide a safe space for members to inform each other on progress to date, best practice and explore how the Students' Union can support other members to achieve success;
  - 3.1.4 Provide a space for the Vice President Education and PSA Officer to inform members on progress to date, best practice and explore how the PSA Committee can contribute to delivering change and success;

- 3.1.5 Hold itself accountable for the effective representation of PSA member issues;
- 3.1.6 Discuss methods of communicating the successes and impact of the PSA Hubs and PSA to students and stakeholders.

#### 4. Chair

- 4.1 The Chair of the PSA Forum shall be the PSA Officer. The Vice President Education shall support the PSA Officer with the organisation of the PSA Hubs.

#### 5. Membership

- 5.1 The membership of the Hubs shall be:

- 5.1.1 PSA Officer
- 5.1.2 PSA Committee Members
- 5.1.3 PSA Members
- 5.1.4 Vice President Education

- 5.2 The role of the membership is to:

- 5.2.1 Support the development of PSA by attending meetings and encouraging members to host and attend engaging events;
- 5.2.2 Identify issues raised by students and feed back to the PSA Officer or in their absence the Vice President Education;
- 5.2.3 Support the development of the PSA Hubs;
- 5.2.4 Raise the profile of the PSA successes;
- 5.2.5 Lead activities and campaigns to improve the student experience of students who are members of PSA;
- 5.2.6 Share best practice between members;
- 5.2.7 Share achievements and promote events and activities.

#### 6. Hubs

- 6.1 PSA Hubs shall take place once a month.

- 6.2 All Committee Members are required to attend meetings.
- 6.3 Lincoln Students' Union Trustees, Chief Executive, Deputy CEO and other relevant Students' Union Staff have attendance rights.
- 6.4 The PSA Hubs will also include an update from the Vice President Education and the PSA Officer on behalf of the committee.
- 6.5 If a Committee Member cannot attend an PSA Hub, they must send their apologies to [education@lincolnsu.com](mailto:education@lincolnsu.com) at least 24 hours before the PSA Hub, unless in extenuating circumstance which will be at the discretion of the Chair.

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