

STANDING ORDERS GOVERNING THE POST GRADUATE STUDENTS' COMMITTEE

DEFINITION

1. The Post Graduate Students' Committee is a standing committee as defined by SO 8008 and will be subject to these regulations.

2. Aims The aims of the committee are as follows:

- a) To represent and support Postgraduate students and act as a channel of communication between them, the Union and the University.
- b) To promote within the University an environment favourable for postgraduate students.
- c) To increase postgraduate involvement in the Union activities and structures.

The Chair of the Committee is a member of the Education Zone and will report on activities at Zone meetings

MEMBERSHIP:

3. Membership: The committee is open to all post graduate students. An Executive Committee will be responsible for delivering the aims above. The Executive Committee will consist of the following:

- a) Elected officers:
 - i. Chairperson, with casting vote only;
 - ii. Deputy Chair;
 - iii. Secretary;
 - iv. Treasurer;
 - v. 4 members without portfolio;
- b) Ex-officio:
 - vi. Union President;
 - vii. Vice President Education;
 - viii. Vice President Welfare ;

The Chairperson will be elected in accordance with S.O. 8001. All other officers will be elected In accordance with SO 8008.

INDIVIDUAL RESPONSIBILITIES

4. The committee is open to all post graduate students. An Executive Committee will be responsible for delivering the aims above. The Executive Committee will consist of the following:

a) Chairperson:

- i. convene and chair the meetings of the Committee;
- ii. act as a main point of contact outside the Committee;
- iii. represent the Committee to and liaise with the relevant Union structures and Officers and with the National Postgraduate Committee;
- iv. supervise the observation of the Union regulations in the Committee's work; and
- v. attend Graduate Research Committee with the Vice President Education and a Postgraduate research student, who has been elected by the Students' Union.

b) Deputy Chair:

- vi. deputize in the absence of a Chairperson;
- vii. assist the Chairperson in the performance of their duties; and
- viii. perform any other tasks as delegated by the Committee.

c) Secretary:

- ix. prepare and publicise the agenda for the Committee meetings;
- x. take the minutes of the meetings;
- xi. maintain contact details on the members of the Committee; and
- xii. be responsible for the maintenance of the Committee's web site on Hullstudent.com.

d) Treasurer:

- xiii. maintain accurate and up to date records of the Committee's accounts; and
- xiv. prepare an annual budget to be submitted to the Education Zone.

e) Those without portfolio:

- xv. will have voting rights in meetings of the Committee; and
- xvi. will perform any duties as delegated by the Committee.

GENERAL POLICY

5. Meetings Meetings of the Committee shall be held as follows:

- a) meetings shall be held at least once a month;

- b) meetings will be open to all Postgraduate students, Student Officers within the Union and Undergraduate students. Any such student attending a meeting will do so without voting powers; and

PT/JH March 2010

Passed at UEC: 14th June 2010

Passed at Union Council: 18th October 2010