

STANDING ORDERS GOVERNING THE PART-TIME STUDENT STANDING COMMITTEE

DEFINITION

1. The Part Time Students Committee is a standing committee as defined by SO 8008 and will be subject to these regulations unless otherwise stated in this standing order.
2. Aims The aims of the committee are as follows:
 - a) To represent and support Part-time 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 part-time students.
 - c) To increase part-time student 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 part time students. An Executive Committee will be responsible for delivering the aims above. The Executive Committee will consist of the following:
 - a) Elected members:
 - i. Chairperson, with casting vote only;
 - ii. Deputy Chair;
 - iii. Secretary;
 - iv. Treasurer;
 - v. Scarborough Campus Representative;
 - vi. 3 members without portfolio;
 - b) Ex-officio:
 - vii. Union President;
 - viii. Vice President Education;
 - ix. Vice President Welfare ;

The Chairperson will be elected in accordance with S.O. 8001. All other officers will be elected by a General meeting of Part Time Students and approved at Union Council.

Voting will be by as laid down in SO 8008

INDIVIDUAL RESPONSIBILITIES

4. The Executive Committee members will hold the following individual responsibilities:

- 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;
 - iv. supervise the observation of the Union regulations in the Committee's work;
 - v. help assist the work of VP Education in making Centre for Lifelong Learning students (in particular) feel more included in the 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 annual budgets to be presented to the Education Zone

- e) Scarborough Campus Representative
 - xv. ensure that the view and opinions of those Part-time Students at Scarborough Campus are represented;
 - xvi. Ensure that when planning of events occurs suitable provision is made for students at Scarborough Campus or that an event of similar constitution is held in Scarborough (when appropriate).
 - xvii. Be an ex-officio member of the Scarborough Welfare Committee.

f) Those without portfolio:

- xviii. will have voting rights in meetings of the Committee; and
- xix. 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 Part-time students, Student Officers within the Union and Full-time students. Any such student attending a meeting will do so without voting powers; and

PT/JH March 2010

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