

POSTGRADUATE STUDENTS ASSOCIATION RULES	
Commencement Date:	July 2023
Division/ Person	PSA President
Responsible:	
Category:	Department
Relevant Regulation(s):	r. 39
Approval Authority	Guild Council

Preliminary

1 Establishment and Particulars

These rules are created under regulations 39 of the *Guild Regulations*.

2 Definitions and Interpretations

- (1) In these Rules, unless the contrary intention appears –
 - (a) **CAPA** means the Council of Australian Postgraduate Association, or other such national representative body of postgraduate students as may exist from time to time;
 - (b) **Day** means any 24 hour period reckoned from and to midnight and includes public holidays, University holidays and weekends;
 - (c) **General Guild Elections** means the election of positions specified in the *Guild Election Regulations*, and which are conducted in accordance with the requirements of the *Guild Election Regulations*;
 - (d) **General Meeting** means a general meeting of the Members of the PSA;
 - (e) **Governance Committee** means the Governance Committee of the Guild Council;
 - (f) **Guild** means the Student Guild, as established by *the University of Western Australia Act 1911*;
 - (g) **Guild Council** has the same meaning as defined in the UWA Statute.
 - (h) **Guild Councillor** means a “Student Guild Councillor” as defined in the *Guild Regulations*;
 - (i) **Guild Regulations** means the *Guild Regulations* made by the Senate of the University;
 - (j) **Guild Year** has the meaning given in the *Guild Regulations*, which at the date of these Rules is:

the period from 1 December to 30 November of the following year;
 - (k) **Guild Member** means a member of the Guild which includes Ordinary Members, Associate Members, and Honorary Life Members;
 - (l) **Member** means member of the PSA as prescribed in rule 4(1);

- (m) **Objects** means the Objects of the PSA set out in rule 3;
- (n) **President** means the President of the PSA or a co-President under rule 5, as the case may be;
- (o) **PSA** or **Association** means the Association referred to in rule 3 of these Rules;
- (p) **PSA Committee** means the committee of the PSA established under rule 6;
- (q) **PSA Executive** means the governing committee of the PSA established under rule 8;
- (r) **PSA website** means the official website of the PSA;
- (s) **Second Semester** has the meaning given in the *Guild Regulations*, which at the date of these Rules is:
 - the University's main teaching period in the second half of the academic year the dates for which are determined by the Academic Council and published on the University's website;
- (t) **University** means the University of Western Australia, as established by the *University of Western Australia Act 1911*;
- (u) **University Working Day Working Day** means any day other than a Saturday, Sunday and a day specified by in the University calendar as a University holiday;
- (v) **UWA Act** means the *University of Western Australia Act 1911*;
- (w) **UWA Statute** means the University of Western Australia Statute made by the Senate of the University; and
- (x) **UWA** or **University** means The University of Western Australia.
- (2) The Guild Council may, upon a recommendation from the PSA President, amend these Rules.
- (3) The Guild Governance Committee shall have the power to interpret any part of these Rules, or any rules made hereunder, as required.

Postgraduate Students Association

3 Objects

- (1) The Objects of the Postgraduate Students Association shall be to –
 - (a) Provide an independent voice for postgraduate students including higher degree by research and higher degree by coursework students at the University and at an Australian national level (including by joining relevant representative bodies and associations);
 - (b) Represent and promote the interests of postgraduate students including higher degree by research and higher degree by coursework students to the University;

- (c) Promote interdepartmental academic and social contact between Members in order to create a postgraduate community;
- (d) Disseminate information of interest to Members;
- (e) Obtain amenities and services for Members;
- (f) Facilitate professional development of Members of the PSA;
- (g) Facilitate in the advancement of knowledge through postgraduate learning, teaching and research at the University; and
- (h) Fulfil its obligations as a department of the Guild as set out in the *Guild Regulations*.

4 Membership of the PSA

- (1) Students will be members of the PSA if they are currently:
 - (a) A student the University defines as a postgraduate student; and
 - (b) A member of the Guild.
- (2) Members of the PSA have the right to apply for any position outlined within these Rules unless otherwise specified.
- (3) No person who is not a Guild Member may act as a member of the PSA or hold a position outlined in these Rules.
- (4) The PSA President shall have the power to reverse or alter any decision made by an PSA Member in relation to the PSA.
- (5) There shall be no membership fees payable by Members.

5 PSA President

- (1) The PSA President must provide for the information of the Guild Strategic Resources Committee, a copy of the PSA budget for the current Guild Year together with its financial statements.
- (2) Notwithstanding the *Guild Regulations* and these Rules, the purposes for which the funding provided to the PSA is expended at the discretion of the PSA President.
- (3) Acting President
 - (a) In the event of any Presidential absence, the PSA President shall nominate the Vice-President (Coursework), the Vice-President (Research) or, in their absence, another member of the PSA Executive to serve as Acting President.
 - (b) Should the President resign, the Vice-President (Coursework) and Vice-President (Research) shall jointly serve as Acting President during the period between the President's resignation and the election of a new President pursuant to the *PSA Election Rules*.

PSA Committee

6 PSA Committee Roles and Powers

- (1) The role of the PSA Committee is to –
 - (a) Assist the PSA President;
 - (b) Address all matters referred to it by the Guild Council; and
 - (c) Give effect to the objects of the PSA as set out in rule 3.
- (2) The PSA Committee may co-opt members to undertake tasks at the PSA and Guild level which may arise from time to time.

7 Membership of the Committee

- (1) All Committee members shall have full voting rights.
- (2) All members of the PSA Committee will retire from office at the end of the Guild Year.
- (3) The members of the PSA Committee, their process of appointment, and their role are listed in Table 1 below:

TABLE 1. PSA COMMITTEE			
Item	Position	Process of Election or Appointment	Role
Executive			
1	PSA President	Elected at the General Guild Elections in accordance with the <i>Guild Election Regulations</i> and <i>PSA Election Regulations</i> .	The role of the PSA President is to – <ol style="list-style-type: none"> (a) Be the nominal head of the PSA (b) Represent the Postgraduate student body at UWA Senate; (c) Call and convene all General Meetings and PSA Committee meetings; (d) Be available to Members; (e) Manage relations with sponsors or supporters of the PSA; (f) Coordinate the organisation of PSA activities; (g) Liaise with CAPA to ensure postgraduate representation at a national level; (h) Present a report at the AGM of the PSA; (i) Carry out other such duties as the PSA Executive, PSA Committee, the Association or Guild Council may reasonably direct; and (j) Represent the postgraduate student body on the University Club of Western Australia Board of Advisors, or provide a nominee.
2	Vice-President (Coursework)	Elected in accordance with the <i>PSA Election Rules</i> .	The role of the Vice-President (Coursework) is to – <ol style="list-style-type: none"> (a) Assist the President in the performance of their duties; (b) Serve as liaison officer to Guild sub-committees when appropriate; (c) Attend Guild Education Council meetings; (d) Take responsibility for education issues pertaining to coursework postgraduates at the University;

		<ul style="list-style-type: none"> (e) Represent and promote the interests of postgraduates that include, but are not limited to, all Postgraduate coursework students at the University; (f) Liaise with the PSA Board of Studies representatives; (g) Liaise with on-campus Postgraduate coursework groups, including but not limited to Faculty Societies; (h) Implement PSA policies relating to Postgraduate coursework students (i) Inform the PSA General Secretary of contact details for relevant Postgraduateby coursework groups; (j) Promote the interests of postgraduate students involved in tutorials, lectures and lab demonstrations; (k) Research and promote events and materials for Postgraduate coursework groups (l) Attend a majority of General Meetings and PSA Committee Meetings; (m) Carry out other such duties as the President, PSA Executive, PSA Committee, the Association or Guild Council may reasonably direct; and (n) Act as an Editor for the PSA Magazines, PostScript.
3	Vice-President (Research)	<p>The role of the Vice-President (Research) is to –</p> <ul style="list-style-type: none"> (a) Assist the President in the performance of their duties; (b) Serve as liaison officer to Guild sub-committees when appropriate; (c) Attend the Guild Education Council meetings; (d) Take responsibility for education issues pertaining to research postgraduates at the University; (e) Represent and promote the interests of postgraduates that include, but are not limited to, all Postgraduate research students at the University; (f) Liaise with the PSA Board of Studies representatives; (g) Liaise with on-campus Postgraduate research groups including but not limited to Student Societies; (h) Implement PSA policies relating to Postgraduate research students; (i) Inform the PSA General Secretary of the contact details for relevant Postgraduate research groups; (j) Represent postgraduate students in matters affecting their appointment as teaching staff; (k) Research and promote events and materials for higher degree by research groups (l) Attend a majority of General Meetings and PSA Committee Meetings;

			(m) Carry out other such duties as the President, PSA Executive, PSA Committee, the Association or Guild Council may reasonably direct.
4	Vice-President (Engagement)		<p>The role of the Vice-President (Engagement) is to –</p> <ul style="list-style-type: none"> (a) Plan PSA social and networking events; (b) Find sponsorship for PSA events; (c) Coordinate the members of the Engagement sub-committee; (d) Liaise with the President and General Secretary to propose an adequate budget for the coming year's planned events; (e) Ensure that the PSA provides a variety of social and networking events that appeal to, and can be accessed by, a diverse range of postgraduates; (f) Ensure that the PSA provides at least five social or networking events each semester; (g) Attend a majority of PSA General Meetings and Committee Meetings; and (h) Carry out other such duties as the President, PSA Executive, PSA Committee, the Association or Guild Council may reasonably direct.
5	General Secretary		<p>The role of the General Secretary is to –</p> <ul style="list-style-type: none"> (a) Attend to any correspondence as appropriate; (b) Prepare all agendas, which must be available to the PSA Committee before the scheduled meeting; (c) Keep adequate minutes of all General Meetings, PSA Executive Meetings and PSA Committee meetings, including a record of the members present; (d) Follow up resolutions and actions of previous meetings prior to the meeting; (e) Contact Faculty and School Managers to ensure an up-to-date contact directory of Postgraduate Student Representatives; (f) Ensure an up-to-date contact directory of services available for postgraduate students; (g) Ensure that the PSA is informed about current issues in the University community and the higher education sector; (h) Work with the PSA President prepare the PSA budget submission for the Guild Council budget meeting; (i) Ensure timely payment of liabilities of the PSA; (j) Provide a report of all PSA accounts to the PSA Executive on a monthly basis or when deemed necessary by the PSA Executive; (k) Liaise with the Guild General Secretary in respect of the PSA budget; (l) Present a report at the PSA AGM; (m) Attend a majority of General Meetings and PSA Committee Meetings; and

			(n) Carry out other such duties as the President, PSA Executive, PSA Committee, the Association or Guild Council may reasonably direct.
Non-executive			
6	Diversity, Equity and Inclusions Officer	Elected in accordance with the <i>PSA Election Rules</i> .	<p>The role of the Diversity, Equity and Inclusions Officer is to –</p> <ul style="list-style-type: none"> (a) Represent the interests of postgraduate students at all appropriate Guild Committees including, but not limited to the Equity and Diversity Committee; (b) Promote the interests of postgraduate students; (c) Liaise with the PSA Executive in order to effectively represent equity groups and communicate their needs to the PSA; (d) Liaise with on-campus equity groups and services; (e) Liaise with CAPA and sector equity groups; (f) Implement the Association’s policy relating to postgraduate welfare issues; (g) Inform the PSA General Secretary of contact details for relevant equity groups; (h) Attend a majority of General Meetings and PSA Committee Meetings; and (i) Carry out such other duties as the PSA Executive, PSA Committee, or the Association may reasonably direct.
7	International Officer	Elected in accordance with the <i>PSA Election Rules</i> .	<p>The role of the International Officer is to –</p> <ul style="list-style-type: none"> (a) Be an international student; (b) Represent and promote the interests of international postgraduate students; (c) Liaise with the PSA Executive in order to effectively represent international students and communicate their needs to the PSA; (d) Liaise with the on-campus international students’ groups including but not limited to the International Students’ Department; (e) Implement the PSA’s policies relating to international students; (f) Inform the PSA General Secretary of contact details for relevant international groups; (g) Research and promote events and materials for international students; (h) Attend a majority of General Meetings and PSA Committee Meetings; and (i) Carry out such other duties as the PSA Executive, PSA Committee, or the Association may reasonably direct.
8	Public Relations Officer	Elected in accordance with the <i>PSA Election Rules</i> .	<p>The role of the Public Relations Officer is to –</p> <ul style="list-style-type: none"> (a) Liaise with the PSA Executive in order to effectively communicate appropriate information to postgraduates;

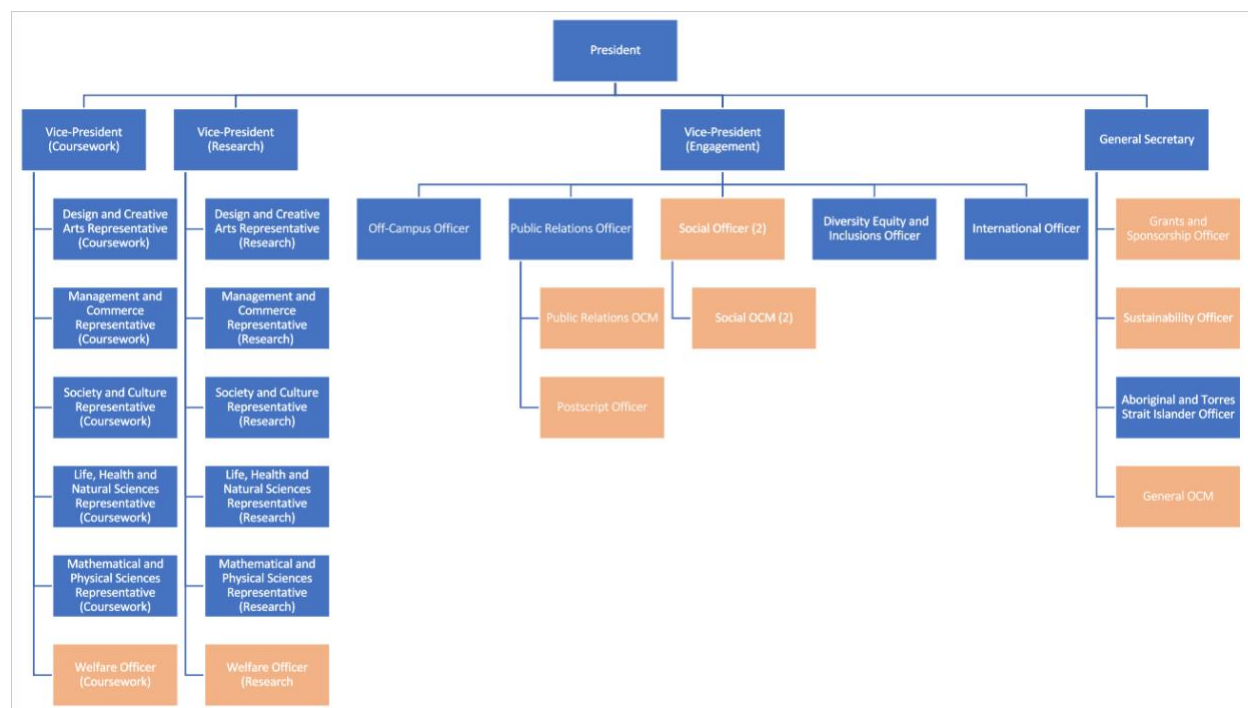
		<ul style="list-style-type: none"> (b) Be responsible for updating, moderating and maintaining all social media which the PSA chooses to use, including but not limited to: <ul style="list-style-type: none"> (i) PSA Website; (ii) PSA Noticeboard; (iii) PSA Facebook page; and (iv) PSA Instagram account. (c) Coordinate the members of the Public Relations Sub-Committee; (d) Be responsible for the PSA's advertising; (e) Be responsible for running at least two marketing campaigns; (f) Design and print materials for PSA advertising purposes and as needed for events and activities; (g) Attend a majority of General Meetings and PSA Committee Meetings; and (h) Carry out such other duties as the PSA Executive, PSA Committee, or the Association may reasonably direct.
9	Off Campus Officer	<p>The role of the Off Campus Officer is to –</p> <ul style="list-style-type: none"> (a) Represent and promote the interests of postgraduates that include, but are not limited to external students, students located on the Albany and Nedlands campus and those centred elsewhere such as hospitals; (b) Liaise with the appropriate Faculty representatives of external students to ensure learning material and resources are available to off-campus students; (c) Promote a sense of unity between on-campus and off-campus postgraduate students; (d) Provide off-campus postgraduates with information about University and Guild services available to them; (e) Attend a majority of General Meetings and PSA Committee meetings by correspondence; and (f) Carry out such other duties as the PSA Executive, Postgraduate Student's Association Committee, or the Association may reasonably direct.
10	A Coursework Representative for each Board of Study of the University (as established by the University from time to time)	<p>The role of the Board of Study (BOS) Coursework Representatives is to –</p> <ul style="list-style-type: none"> (a) Liaise with the appropriate Student Societies to ensure that sufficient representation, advocacy and resources are available to students in each area represented by the Board of Study; (b) Represent the Postgraduate body in areas represented by the Board of Study and Committees related to Postgraduate Coursework students;

			<ul style="list-style-type: none"> (c) Meet with the Board of Study Chair or Manager at least twice per year; (d) Liaise with postgraduate student representatives within each school of the University (School); (e) Promote the establishment of postgraduate student representatives of Schools where they do not exist; (f) Inform the PSA General Secretary of contact details for School postgraduate representatives, and postgraduate students' groups; (g) Report to the PSA President and each PSA Committee Meeting on any relevant actions or activities within the Board of study; (h) Promote the interests of postgraduate students in the board of study; and (i) Carry out such other duties as the PSA Executive, PSA Committee, or the Association may reasonably direct.
11	A Research Representative for each Board of Studies (as established by the University from time to time)		<p>The role of the Board of Study (BOS) Research Representatives is to –</p> <ul style="list-style-type: none"> (a) Liaise with the appropriate Student Societies to ensure that sufficient representation, advocacy and resources are available to students in each area represented by the Board of Study; (b) Represent the Postgraduate body in areas represented by the Board of Study and Committees related to Postgraduate Research students; (c) Meet with the Board of Study Chair or Manager at least twice per year; (d) Liaise with postgraduate student representatives within Schools; (e) Promote the establishment of postgraduate student representatives of Schools where they do not exist; (f) Inform the PSA General Secretary of contact details for School postgraduate representatives, and postgraduate students' groups; (g) Report to the PSA President and each Committee Meeting on any relevant actions or activities within the board of study; (h) Promote the interests of postgraduate students in the board of study; and (i) Carry out such other duties as the PSA Executive, PSA Committee, or the Association may reasonably direct.
12	Two Social Officers	Appointed by the PSA Executive	The role of the Social Officer is to –

			<ul style="list-style-type: none"> (a) In the absence of the Vice-President Engagement, has all rights, privileges, powers and duties attaching to the position; (b) Assist the Vice-President Engagement to engage meaningfully with the Postgraduate Students at UWA (c) Assist the Vice-President Engagement to plan at least five social activities per semester; (d) Serve on the engagement Sub-committee (e) Attend a majority of General Meetings and PSA Committee Meetings; and (f) Carry out such other duties as the PSA Committee or the Association may reasonably direct.
13	Two Welfare Officers (Postgraduate Research student and Coursework student)	Appointed by the PSA Executive	<p>The role of the Welfare Officer is to –</p> <ul style="list-style-type: none"> (a) Assist the Vice-President Research and Vice-President Coursework to engage meaningfully with the Postgraduate Students at UWA (b) Liaise with the appropriate Student Societies to ensure that sufficient welfare resources are available to students in each area; (c) Represent the Postgraduate body at Boards and Committees relating to welfare matters for Postgraduate Research students and Postgraduate Coursework students; (d) Liaise with postgraduate student representatives within Schools; (e) Assist the Vice-President Engagement to plan at least two welfare activities per semester; (f) Shall correspond with the UWA Student Guild Welfare Officer; (g) Attend a majority of General Meetings and PSA Committee Meetings; and (h) Carry out such other duties as the PSA Committee or the Association may reasonably direct.
14	Grants and Sponsorships Officer	Appointed by the PSA Executive	<p>The role of the Grants and Sponsorships Officer is to –</p> <ul style="list-style-type: none"> (a) Be responsible for the Grants and Awards that are distributed by the PSA including the chairing of the Awards and Grants sub-committee; (b) Ensure that all guidelines relating to Grants distributed are kept up to date and published on the Guild Website; (c) Work together with the General Secretary to ensure that all Monies are distributed accurately and in a timely manner; (d) Be responsible for documentation and producing a printed copy of all the details of the sponsorship packages; (e) Be responsible for sourcing and co-ordinating sponsors for relevant PSA events;

			<ul style="list-style-type: none"> (f) Be held responsible to the General Secretary regarding any sponsorship material for PSA; (g) Assist the General Secretary to carry out functions of the PSA committee; (h) Attend a majority of General Meetings and PSA Committee Meetings; and (i) Carry out such other duties as the PSA Committee or the Association may reasonably direct.
15	Sustainability Officer	Appointed by the PSA Executive	<p>The role of the Sustainability Officer is to –</p> <ul style="list-style-type: none"> (a) Assist the General Secretary to ensure that the PSA committee is carrying out its functions in the most sustainable manner possible; (b) Provide a sustainability report of the PSA's activities for the Guild year at the annual general meeting; (c) Attend a majority of General Meetings and PSA Committee Meetings; and (d) Carry out such other duties as the PSA Committee or the Association may reasonably direct.
	Postscript Officer	Appointed by the PSA Executive	<p>The role of the Postscript Officer is to -</p> <ul style="list-style-type: none"> (a) Be responsible for the production of The Postscript magazine in Semester 2 to be published before the mid-semester break in week 6; (b) Be responsible for the curation of content for the PSA Newsletter; (c) Aim to serve, inform and update the Postgraduate student body on current PSA activities; (d) Be held responsible to the PR Officer regarding any published material of the Postscript magazine in print or online; (e) Be responsible for tasks given by the Public Relations Officer; (f) Liaise with the Guild with respect to the production of the magazines; and (g) Carry out such other duties as the PSA Committee or the Association may reasonably direct.
16	Up to four Ordinary Committee Members	Appointed by the PSA Executive	<ul style="list-style-type: none"> (h) The role of the Ordinary Committee Members is to- <ul style="list-style-type: none"> a. Attend a majority of General Meetings and PSA Committee Meetings; b. Carry out duties with respect to the sub-committees they are appointed to; c. Carry out such other duties as the PSA Committee or the Association may reasonably direct; and d. Contribute toward the completion of the PSA Magazines, PostScript. (i) The Ordinary Committee Members will be appointed to the sub-committees of

			<ul style="list-style-type: none"> a. Engagement; b. Public Relations; c. Awards and Grants; and d. Any other sub-committees deemed necessary by the PSA executive
17	Aboriginal and Torres Strait Islander Students' Officer	Appointed by the Western Australian Aboriginal Students' Corporation, or where they are unable or unwilling to appoint such a person, the WASAC Chair shall hold the position until a suitable candidate is appointed.	<ul style="list-style-type: none"> (a) Promote and represent the interests of Aboriginal and Torres Strait Islander postgraduate students; (b) Liaise with the PSA Executive in order to effectively represent Aboriginal and Torres Strait Islander students and communicate their needs to the PSA; (c) Liaise with the School of Indigenous Studies; (d) Liaise with the National Aboriginal & Torres Strait Islander Postgraduate Association (NATSIPA); (e) Liaise with the WA Student Aboriginal Corporation (WASAC); (f) Implement the PSA's policies relating to Aboriginal and Torres Strait Islander students; (g) Seek to organise at least one event focused on Aboriginal and Torres Strait Islander students per year; (h) Attend a majority of General Meetings and PSA Committee Meetings; and (i) Carry out such other duties as the PSA Executive, PSA Committee, or the Association may reasonably direct.



8 Powers of the PSA Executive

- (1) The PSA Executive shall be responsible for carrying out the everyday business of the PSA and shall report to the PSA Committee.
- (2) The PSA Executive shall be required to meet at least once a month or when deemed necessary by the President.
- (3) The PSA President and/or PSA General Secretary shall have the power to enter into financial commitments on behalf of the PSA.
- (4) The PSA Executive shall have the power to use property belonging to the PSA for the furtherance, promotion and execution of the Objects of the PSA.
- (5) Where an issue is not covered by an existing PSA Stance, the PSA Executive may temporarily determine an interim PSA Stance pursuant to regulation 14(3) of the *Guild Regulations*.

9 Resignations

- (1) A member of the PSA Committee may resign at any time by tendering a written resignation to the General Secretary of the PSA and such a resignation shall take effect when the General Secretary receives the written resignation.
- (2) Should the General Secretary wish to resign, they shall tender their resignation to the PSA President.
- (3) A member of the PSA Committee may be dismissed from office for failing to comply with these Rules if a two-thirds majority of the PSA Committee vote in favour of the dismissal.
- (4) Casual vacancies will be filled per rule 33 and 34 of the *PSA Election Rules*.

PSA Sub-Committees

10 PSA Sub-committees

- (1) The PSA may appoint any other sub-committees deemed necessary by the PSA Executive.
- (2) The PSA President and the General Secretary shall be *ex-officio* members of all sub-committees.
- (3) The PSA President may exercise a deciding vote in the event of a tie in all sub-committees.

11 Awards and Grants Sub-committee

- (1) The PSA Committee shall appoint a Sub-committee known as the Awards and Grants Sub-committee at the first convened meeting of the PSA Committee by January of the committee's term.
- (2) The membership of the Awards and Grant Sub-committee are listed in table 2 below:

TABLE 2. MEMBERS OF THE AWARDS AND GRANTS SUB-COMMITTEE

Item	Member
1	PSA President
2	Research Vice President
3	PSA General Secretary
4	Grants and Sponsorship Officer (Chair)
5	One Postgraduate Coursework representative.
6	One Postgraduate Research representative,
7	Up to two members co-opted at the discretion of the PSA Committee.

- (a) The members of the Sub-committee will remain constant for the duration of the PSA Committee's term, except in the event of a member resigning from the PSA Committee.
- (b) At least two of the members of the Awards and Grants Sub-committee must be a woman or non-binary person
- (c) The Chair of the Awards and Grants Sub-Committee shall be the Grants and Sponsorship Officer.
- (3) The Awards and Grants Sub-committee is responsible for:
 - (a) the ethical and rigorous assessment of all submissions for PSA awards and grants;
 - (b) the maintenance and updating of the guidelines of the PSA awards and grants; and
 - (c) deciding the timeline and informing members of the application dates for the PSA awards and grants on the PSA website
- (4) The Awards and Grants Sub-committee shall be required to meet at least three times a year and when deemed necessary by the member of the PSA Executive on the Sub-committee.
- (5) At the beginning of any Awards and Grants Sub-committee meeting members are required to declare conflicts of interest.
- (6) Eligibility for Awards and Grants
 - (a) The members of the Awards and Grants Sub-committee are ineligible to apply for a PSA award or grants during their term on the Sub-committee.
 - (b) Once appointed to the Awards and Grants Subcommittee, members will be ineligible to apply for a PSA award or grant until the following Guild year.
 - (c) All other members of the PSA Committee (excluding the PSA Executive) are eligible to apply for a PSA award or grant.
- (7) Appeals
 - (a) Any Award and Grant applicant wishing to appeal a decision of the sub-committee may submit, in writing, an appeal to the PSA President within two weeks of receipt of the decision.

- (b) The appeal must:
 - (i) Outline which aspect of the allocation of grants or awards the applicant wishes to appeal;
 - (ii) State the applicant's reasons for appealing the decision; and
 - (iii) Suggest the action the applicant wishes the sub-committee to take.
- (c) All appeals received within the deadline must be reviewed by the Awards and Grants sub-committee and the PSA President before the final grant and awards allocations are submitted to Guild Finance for distribution.
- (d) Once reviewed, the PSA President shall inform the appealing applicant of the outcome of their appeal.
- (e) An applicant may only appeal an allocation of a grant or award once.

12 Engagement Sub-committee

- (1) The PSA Committee shall appoint a Sub-committee known as the Engagement Sub-committee within the first two months of the Guild Year.
- (2) The membership of the Engagement Subcommittee is set out in table 3 below:

TABLE 3. MEMBERS OF THE ENGAGEMENT SUB-COMMITTEE	
Item	Member
1	PSA President
2	Engagement Vice-President (Chair)
3	Two Social Officers
4	Public Relations Officer
5	Two Social OCMs
6	Public Relations OCM
7	Off-Campus Officer
8	Diversity, Equity and Inclusions Officer
9	Up to two members co-opted at the discretion of the PSA Committee.

- (a) The members of the Sub-committee will remain constant for the duration of the PSA Committee's term, except in the event of a member resigning from the PSA Committee.
- (b) At least two of the members of the Awards and Grants Sub-committee must be a woman or non-binary person
- (c) The Chair of the Engagement Sub-committee shall be the Engagement Vice-President.
- (3) The Engagement Sub-committee shall be responsible for the organisation of events held by the PSA at the direction of the President and Vice President (Engagement).

- (4) The Engagement Sub-committee shall be required to meet at least two times a year and when deemed necessary by the PSA Executive member of the Sub-committee.

13 Public Relations Sub-committee

- (1) The PSA Committee shall appoint a Sub-committee known as the Public Relations Sub-committee within the first two months of the Guild Year.
- (2) The membership of the Public Relations Subcommittee is set out in table 4 below:

TABLE 4. MEMBERS OF THE SUB-COMMITTEE	
Item	Member
1	PSA President
2	Engagement Vice-President
3	Public Relations Officer (Chair)
4	Public Relations OCM
5	Postscript Officer
6	Grants and Sponsorship Officer
7	Up to two members co-opted at the discretion of the PSA Committee.

- (a) The members of the Sub-committee will remain constant for the duration of the PSA Committee's term, except in the event of a member resigning from the PSA Committee.
 - (b) At least two of the members of the Public Relations Sub-committee must be a woman or non-binary person
- (3) Membership
 - (a) The Public Relations Subcommittee shall be chaired by the Public Relations Officer.
 - (b) The PSA Committee may co-opt ordinary PSA Members who are not members of the PSA Committee as members of the subcommittee.
- (4) The Public Relations Sub-committee shall be responsible for the coordination of communications on behalf of the PSA at the direction of the President and Public Relations Officer.
- (5) The Public Relations Sub-committee shall be required to meet at least two times a year and when deemed necessary by the Chair.

14 Employability Sub-committee

- (1) The PSA Committee shall appoint a Sub-committee known as the Employability Sub-committee within the first two months of the Guild Year.
- (2) The membership of the Employability Subcommittee is set out in table 5 below:

TABLE 5. MEMBERS OF THE SUB-COMMITTEE	
Item	Member
1	PSA President
2	Coursework Vice-President
3	Diversity, Equity and Inclusions Officer
4	A minimum of one but a maximum of two Coursework Representatives
5	A minimum of one but a maximum to two Research Representatives
6	Grants and Sponsorship Officer
7	Up to two members co-opted at the discretion of the PSA Committee.

- (a) The members of the Sub-committee will remain constant for the duration of the PSA Committee's term, except in the event of a member resigning from the PSA Committee.
 - (b) At least two of the members of the Employability Sub-committee must be a woman or non-binary person
- (3) Membership
 - (a) The Employability Subcommittee shall be chaired by the President or their Nominee, appointed at the start of the sub-committee's term.
 - (b) The PSA Committee may co-opt ordinary PSA Members who are not members of the PSA Committee as members of the subcommittee.
- (4) The Employability Sub-committee shall be responsible for the coordination of employability and careers activities for the membership of the PSA.
- (5) The Employability Sub-committee shall be required to meet at least two times a year and when deemed necessary by the Chair.

Department Meetings

15 General Meetings

- (1) All meetings of the PSA are conducted in accordance with the Standing Orders of the Guild and these Rules.
- (2) At least 10 days' notice shall be provided prior to a General Meeting unless said otherwise in these rules.
- (3) Notice must be given as follows:
 - (a) Notice shall be posted in the PSA newsletter, on the PSA website, and on other social media utilised by the PSA; and
 - (b) The notice shall include a copy of, or a link to, the agenda for the General Meeting.
- (4) At any General Meeting 15 PSA members shall constitute quorum.

16 Annual General Meeting

- (1) There shall be an Annual General Meeting (AGM) in the month of October each year.
- (2) The order of business for an AGM of the PSA shall include -
 - (a) A written and oral Annual Report by the President; and
 - (b) A written and oral Financial Statement by the General Secretary.
- (3) Chair
 - (a) The PSA President is to preside as chair of the AGM.
 - (b) In the absence of the PSA President, or where the PSA President elects not to chair a meeting, the role of Chair is elected by voting attendees of the AGM.
- (4) A copy of the President's Annual Report shall be submitted to the Guild, where possible at the next regular Guild Council meeting after the AGM.

17 Special General Meetings

- (1) Special General Meetings (SGM) can be called at the written request of 10 Members (Petitioners) or the PSA Executive.
- (2) An SGM shall be called by the President, or, in the absence of the President, by either of the Vice-Presidents, within 14 days of the written request.
- (3) At least 7 days' notice shall be provided prior to an SGM in accordance with rule 14(3).
- (4) If the President and Vice-Presidents have resigned or do not call such a meeting, the Petitioners may themselves call it in accordance with rule 14.

18 Committee Meetings

- (1) The PSA Committee shall meet no less than once a month and shall be called at the discretion of the President.
- (2) Notice
 - (a) At least three University Working Days' notice of meetings must be given to members.
- (3) Chair
 - (a) The PSA President shall act as chair of PSA Committee meetings.
 - (b) In the absence of a chair, or where the chair elects not to chair a meeting, the role of chair is filled by a nominee of the PSA President.
- (4) Quorum of a PSA Committee meeting consists of two members of the PSA Executive and three other PSA Committee members.

Finance

19 Finance

- (1) Withdrawals from all accounts including cheques or from petty cash shall be conducted in accordance with the *Student Guild Regulations*.
- (2) The General Secretary shall present a report on all accounts to the PSA Executive on a monthly basis and when deemed necessary by the Executive.
- (3) The General Secretary shall present to the Annual General Meeting a balance sheet and a statement of income and expenditure at the end of the PSA's financial year.

20 Honoraria

The PSA's budget shall include the President's honorarium, the value of which is defined to be 60% of the value of the Guild President's honorarium as defined in the *Student Guild Regulations*.

Amendments

21 Amendments to these rules

- (1) These rules may be amended by acceptance by a two-thirds majority of the Members present at a General Meeting.
- (2) Proposed amendments may be formulated as follows:
 - (a) Amendments by the PSA Committee: The PSA Committee must call a General Meeting to vote on the proposed amendments. The PSA will call a General Meeting in accordance with rule 15.
 - (b) Amendments by the Governance Committee: The Governance Committee may present proposed amendments to the PSA Committee. Upon receipt of the proposed amendments, the PSA must call a General Meeting within four weeks in accordance with rule 14 to vote on the proposed amendments.
 - (c) Amendments other than by the PSA Committee or Governance Committee: Seven Members may present proposed amendments to the PSA Committee. Upon receipt of the proposed amendments, the PSA must call a General Meeting within four weeks in accordance with rule 14 to vote on the proposed amendments.
 - (d) Amendments to these Rules (or to proposed amendments) may be proposed from the floor at an AGM or SGM.
- (3) If a quorum is not reached at a General Meeting at which an amendment to these Rules is put to the vote, the amendment will not be passed.

- (4) All amendments to these Rules shall be put to the Guild Council for approval prior to being enacted. A simple majority of those present and voting at a meeting of the Guild Council shall constitute approval.
- (5) The proposed amendments will become effective as from the date of the General Meeting at which the changes are approved, or the date in which the amendments are approved by the Guild Council, whichever is later.