

POSTGRADUATE STUDENTS' ASSOCIATION RULES		
Commencement Date:	May 2025	Review Date: May 2027
Division/ Person Responsible:	PSA President	
Category:	Department	
Relevant Regulation(s):	r. 39	
Approval Authority	Guild Council	

### Preliminary

#### 1 Establishment and Particulars

These rules are created under the *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) **Election Regulations** means the current University Student Guild Electoral Regulations;
  - (d) **General Guild Elections** means the election of positions specified in the *Election Regulations*, and which are conducted in accordance with the requirements of the *Guild Election Regulations*;
  - (e) **General Meeting** means a general meeting of the Members of the PSA;
  - (f) **Governance Committee** means the Governance Committee of the Guild Council;
  - (g) **Guild or Student Guild** means the Student Guild, as established by *the University Act*;
  - (h) **Guild Council** means the governing body of the Guild constituted under the University Statute;
  - (i) **Guild Councillor** means a “Student Guild Councillor” as defined in the *Regulations*;
  - (j) **Guild Member** means a member of the Guild which includes Ordinary Members, Associate Members, and Honorary Life Members;
  - (k) **Guild Year** means the period from 1 December to 30 November of the following year;
  - (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 Postgraduate Students' Association, whose objects are 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) **Regulations** mean the Guild Regulations made by the University Senate pursuant to section 16E of the University Act;
  - (t) **Rules** means these rules of the PSA;
  - (u) **Second Semester** has the meaning given in the *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;
  - (v) **Student** has the meaning given in the University Statute, which as at the date of these Regulations is a person enrolled in the University as a student, including a person enrolled in an Award course of the University, whether in Perth or elsewhere, or enrolled through University extension as a continuing education student in units offered within Award courses of the University;
  - (w) **University** means the University of Western Australia;
  - (x) **University Act** means the *University of Western Australia Act 1911*;
  - (y) **UWA Statute** means the University of Western Australia Statute made by the Senate of the University;
  - (z) **University Working Day Working Day** has the meaning given in the University Statute, which as at the date of these Regulations is any day other than a:
    - (i) Saturday;
    - (ii) Sunday;
    - (iii) a day specified by in the University calendar as a University holiday; and
    - (iv) the University's annual shut-down period as determined by the University's executive each year.
- (2) Terms capitalised but not defined in these Rules have the meaning given to those terms in the Guild Regulations, as amended or replaced from time to time.

- (3) The Guild Council may, upon a recommendation from the PSA President, amend these Rules.
- (4) 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 *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 *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
<b>Executive</b>			
1	PSA President	Elected in accordance with the <i>PSA Election Rules</i> .	The role of the PSA President is to – <ol style="list-style-type: none"> <li>(a) Be the nominal head of the PSA</li> <li>(b) Represent the Postgraduate student body at University Senate;</li> <li>(c) Call and convene all General Meetings and PSA Committee meetings;</li> </ol>

			<ul style="list-style-type: none"> <li>(d) Be available to Members;</li> <li>(e) Manage relations with sponsors or supporters of the PSA;</li> <li>(f) Coordinate the organisation of PSA activities;</li> <li>(g) Liaise with CAPA to ensure postgraduate representation at a national level;</li> <li>(h) Present a report at the AGM of the PSA;</li> <li>(i) Carry out other such duties as the PSA Executive, PSA Committee, the Association or Guild Council may reasonably direct; and</li> <li>(j) Represent the postgraduate student body on the University Club of Western Australia Board of Advisors, or provide a nominee.</li> </ul>
2	Vice-President (Coursework)	Elected in accordance with the <i>PSA Election Rules</i> .	<p>The role of the Vice-President (Coursework) is to –</p> <ul style="list-style-type: none"> <li>(a) Assist the President in the performance of their duties;</li> <li>(b) Serve as liaison officer to Guild sub-committees when appropriate;</li> <li>(c) Attend Guild Education Council meetings;</li> <li>(d) Take responsibility for education issues pertaining to coursework postgraduates at the University;</li> <li>(e) Represent and promote the interests of postgraduates that include, but are not limited to, all higher degree by coursework students at the University;</li> <li>(f) Liaise with the PSA Faculty or PSA Board of Studies representatives;</li> <li>(g) Liaise with on-campus higher degree by coursework groups, including but not limited to Faculty Societies;</li> <li>(h) Implement PSA policies relating to higher degree by coursework students</li> <li>(i) Inform the PSA General Secretary of contact details for relevant higher degree by coursework groups;</li> <li>(j) Promote the interests of postgraduate students involved in tutorials, lectures and lab demonstrations;</li> <li>(k) Research and promote events and materials for higher degree by coursework groups</li> <li>(l) Attend a majority of General Meetings and PSA Committee Meetings;</li> <li>(m) Carry out other such duties as the President, PSA Executive, PSA Committee, the Association or Guild Council may reasonably direct; and</li> <li>(n) Act as an Editor for the PSA Magazines, PostScript.</li> </ul>
3	Vice-President (Research)	Elected in accordance with the <i>PSA Election Rules</i> .	<p>The role of the Vice-President (Research) is to –</p> <ul style="list-style-type: none"> <li>(a) Assist the President in the performance of their duties;</li> <li>(b) Serve as liaison officer to Guild sub-committees when appropriate;</li> <li>(c) Attend the Guild Education Council meetings;</li> </ul>

			<ul style="list-style-type: none"> <li>(d) Take responsibility for education issues pertaining to research postgraduates at the University;</li> <li>(e) Represent and promote the interests of postgraduates that include, but are not limited to, all higher degree by research students at the University;</li> <li>(f) Liaise with the PSA Faculty or PSA Board of Studies representatives;</li> <li>(g) Liaise with on-campus higher degree by research groups including but not limited to Faculty Societies;</li> <li>(h) Implement PSA policies relating to higher degree by research students;</li> <li>(i) Inform the PSA General Secretary of the contact details for relevant higher degree by research groups;</li> <li>(j) Represent postgraduate students in matters affecting their appointment as teaching staff;</li> <li>(k) Research and promote events and materials for higher degree by research groups</li> <li>(l) Attend a majority of General Meetings and PSA Committee Meetings;</li> <li>(m) Carry out other such duties as the President, PSA Executive, PSA Committee, the Association or Guild Council may reasonably direct; and</li> <li>(n) Act as an Editor for the PSA Magazines, PostScript.</li> </ul>
4	Vice-President (Engagement)	Elected in accordance with the <i>PSA Election Rules</i> .	<p>The role of the Vice-President (Engagement) is to –</p> <ul style="list-style-type: none"> <li>(a) Plan PSA social and networking events;</li> <li>(b) Find sponsorship for PSA events;</li> <li>(c) Coordinate the members of the Engagements sub-committee;</li> <li>(d) Liaise with the President and General Secretary to propose an adequate budget for the coming year's planned events;</li> <li>(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;</li> <li>(f) Ensure that the PSA provides at least two social or networking events each semester;</li> <li>(g) Attend a majority of PSA General Meetings and Committee Meetings; and</li> <li>(h) Carry out other such duties as the President, PSA Executive, PSA Committee, the Association or Guild Council may reasonably direct.</li> </ul>
5	Vice-President (Welfare)	Elected in accordance with the <i>PSA Election Rules</i> .	<p>The role of the Vice-President (Welfare) is to:</p> <ul style="list-style-type: none"> <li>(a) Advocate for the welfare, mental health, and well-being of all postgraduate students at UWA, ensuring their concerns are represented at the university and Guild level.</li> <li>(b) Liaise with the University Student Guild Welfare Officer and relevant university support services to</li> </ul>

			<p>enhance postgraduate student access to welfare resources.</p> <p>(c) Work closely with the Vice-President (Coursework) and Vice-President (Research) to ensure welfare policies and initiatives effectively address the needs of both Higher Degree by Research (HDR) and Higher Degree by Coursework (HDC) students.</p> <p>(d) Organise at least two welfare-focused events or initiatives per semester, aiming to improve student well-being, mental health awareness, and access to support networks.</p> <p>(e) Serve as a primary point of contact for postgraduate students experiencing welfare-related issues, providing guidance on available support services.</p> <p>(f) Coordinate with Faculty and School representatives to ensure faculty-level welfare concerns are addressed and communicated to the PSA Executive.</p> <p>(g) Attend a majority of PSA General Meetings and PSA Committee Meetings.</p> <p>(h) Carry out other such duties as the President, PSA Executive, PSA Committee, the Association, or Guild Council may reasonably direct.</p>
6	General Secretary		<p>The role of the General Secretary is to –</p> <p>(a) Attend to any correspondence as appropriate;</p> <p>(b) Prepare all agendas, which must be available to the PSA Committee before the scheduled meeting;</p> <p>(c) Keep adequate minutes of all General Meetings, PSA Executive Meetings and PSA Committee meetings, including a record of the members present;</p> <p>(d) Follow up resolutions and actions of previous meetings prior to the meeting;</p> <p>(e) Contact Faculty and School Managers to ensure an up-to-date contact directory of Postgraduate Student Representatives;</p> <p>(f) Ensure an up-to-date contact directory of services available for postgraduate students;</p> <p>(g) Ensure that the PSA is informed about current issues in the University community and the higher education sector;</p> <p>(h) Work with the PSA President prepare the PSA budget submission for the Guild Council budget meeting;</p> <p>(i) Ensure timely payment of liabilities of the PSA;</p> <p>(j) Provide a report of all PSA accounts to the PSA Executive on a monthly basis or when deemed necessary by the PSA Executive;</p>

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



9	Public Relations Officer (x2)	Appointed by the PSA Executive	<p>The role of the Public Relations Officer is to –</p> <ul style="list-style-type: none"> <li>(a) Liaise with the PSA Executive in order to effectively communicate appropriate information to postgraduates;</li> <li>(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"> <li>(i) PSA Website;</li> <li>(ii) PSA Noticeboard;</li> <li>(iii) PSA Facebook page; and</li> <li>(iv) PSA Instagram account.</li> </ul> </li> <li>(c) Be responsible for the PSA's advertising;</li> <li>(d) Act as Editor-in-Chief of PostScript;</li> <li>(e) Design and print materials for PSA advertising purposes and as needed for events and activities;</li> <li>(f) Attend a majority of General Meetings and PSA Committee Meetings; and</li> <li>(g) Carry out such other duties as the PSA Executive, PSA Committee, or the Association may reasonably direct.</li> </ul>
10	Off Campus Officer	Appointed by the PSA Executive	<p>The role of the Off Campus Officer is to –</p> <ul style="list-style-type: none"> <li>(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;</li> <li>(b) Liaise with the appropriate Faculty representatives of external students to ensure learning material and resources are available to off-campus students;</li> <li>(c) Promote a sense of unity between on-campus and off-campus postgraduate students;</li> <li>(d) Provide off-campus postgraduates with information about University and Guild services available to them;</li> <li>(e) Attend a majority of General Meetings and PSA Committee meetings by correspondence; and</li> <li>(f) Carry out such other duties as the PSA Executive, Postgraduate Students' Association Committee, or the Association may reasonably direct.</li> </ul>
11	A Higher Degree by Coursework Representative for each Board of Study of the University (as established by the University from time to time)	Appointed by the PSA Executive	<p>The role of the Higher Degree by Coursework Faculty Representatives is to –</p> <ul style="list-style-type: none"> <li>(a) Liaise with the appropriate Faculty Societies to ensure that sufficient representation, advocacy and resources are available to students in each Faculty;</li> <li>(b) Represent the Faculty Postgraduate body at Faculty Boards and Committees related to Higher Degree by Coursework students;</li> </ul>

			<ul style="list-style-type: none"> <li>(c) Meet with the Faculty Dean or Manager at least twice per year;</li> <li>(d) Liaise with postgraduate student representatives within each school of the University (<b>School</b>);</li> <li>(e) Promote the establishment of postgraduate student representatives of Schools where they do not exist;</li> <li>(f) Inform the PSA General Secretary of contact details for School postgraduate representatives, and postgraduate students' groups;</li> <li>(g) Report to the PSA President and each PSA Committee Meeting on any relevant actions or activities within the Faculty Board;</li> <li>(h) Promote the interests of postgraduate students in the faculty; and</li> <li>(i) Carry out such other duties as the PSA Executive, PSA Committee, or the Association may reasonably direct.</li> </ul>
12	A Higher Degree by Research Representative for each Board of Studies (as established by the University from time to time)	Appointed by the PSA Executive	<p>The role of the Higher Degree by Research Faculty Representatives is to –</p> <ul style="list-style-type: none"> <li>(a) Liaise with the appropriate Faculty Societies to ensure that sufficient representation, advocacy and resources are available to students in each faculty;</li> <li>(b) Represent the Faculty Postgraduate body at Faculty Boards and Committees related to Higher Degree by Research students;</li> <li>(c) Meet with the Faculty Dean or Manager at least twice per year;</li> <li>(d) Liaise with postgraduate student representatives within Schools;</li> <li>(e) Promote the establishment of postgraduate student representatives of Schools where they do not exist;</li> <li>(f) Inform the PSA General Secretary of contact details for School postgraduate representatives, and postgraduate students' groups;</li> <li>(g) Report to the PSA President and each Committee Meeting on any relevant actions or activities within the Faculty board;</li> <li>(h) Promote the interests of postgraduate students in the Faculty; and</li> <li>(i) Carry out such other duties as the PSA Executive, PSA Committee, or the Association may reasonably direct.</li> </ul>
13	Social Officers (x2)	Appointed by the PSA Executive	<p>The role of the Social Officer is to –</p> <ul style="list-style-type: none"> <li>(a) In the absence of the Vice-President (Engagement), has all rights, privileges, powers and duties attaching to the position;</li> </ul>

			<ul style="list-style-type: none"> <li>(b) Assist the Vice-President (Engagement) to engage meaningfully with the Postgraduate Students at UWA</li> <li>(c) Assist the Vice-President (Engagement) to plan at least five social activities per semester;</li> <li>(d) Serve on the Engagement Sub-committee</li> <li>(e) Attend a majority of General Meetings and PSA Committee Meetings; and</li> <li>(f) Carry out such other duties as the PSA Committee or the Association may reasonably direct.</li> </ul>
14	Two Welfare Officers (One Higher Degree by Research student and One Higher Degree by Coursework student)	Appointed by the PSA Executive	<p>The role of the Welfare Officer is to –</p> <ul style="list-style-type: none"> <li>(a) In the absence of the Vice-President (Welfare), has all rights, privileges, powers and duties attaching to the position;</li> <li>(b) Assist the Vice-President (Welfare) to engage meaningfully with the Postgraduate Students at UWA;</li> <li>(c) Assist the Vice-President (Welfare) to plan at least two welfare activities per semester;</li> <li>(d) Attend a majority of General Meetings and PSA Committee Meetings; and</li> <li>(e) Carry out such other duties as the PSA Committee or the Association may reasonably direct.</li> </ul>
15	Grants and Awards Officer	Appointed by the PSA Executive	<p>The role of the Grants and Awards Officer is to –</p> <ul style="list-style-type: none"> <li>(a) Be responsible for the Grants and Awards that are distributed by the PSA including the chairing of the Grants and Awards sub-committee;</li> <li>(b) Ensure that all guidelines relating to Grants distributed are kept up to date and published on the Guild Website;</li> <li>(c) Work together with the General Secretary to ensure that all monies are distributed accurately and in a timely manner;</li> <li>(d) Be responsible for co-ordinating grants and awards with relevant external bodies;</li> <li>(e) Be held responsible to the General Secretary regarding any grants and awards material for PSA;</li> <li>(f) Assist the General Secretary to carry out functions of the PSA committee;</li> <li>(g) Attend a majority of General Meetings and PSA Committee Meetings; and</li> <li>(h) Carry out such other duties as the PSA Committee or the Association may reasonably direct.</li> </ul>
16	Sustainability Officer	Appointed by the PSA Executive	<p>The role of the Sustainability Officer is to –</p> <ul style="list-style-type: none"> <li>(a) Assist the General Secretary to ensure that the PSA committee is carrying out its functions in the most sustainable manner possible;</li> </ul>

			<p>(b) Provide a sustainability report of the PSA's activities for the Guild year at the annual general meeting;</p> <p>(c) Attend a majority of General Meetings and PSA Committee Meetings; and</p> <p>(d) Carry out such other duties as the PSA Committee or the Association may reasonably direct.</p>
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.	<p>(a) Promote and represent the interests of Aboriginal and Torres Strait Islander postgraduate students;</p> <p>(b) Liaise with the PSA Executive in order to effectively represent Aboriginal and Torres Strait Islander students and communicate their needs to the PSA;</p> <p>(c) Liaise with the School of Indigenous Studies;</p> <p>(d) Liaise with the National Aboriginal &amp; Torres Strait Islander Postgraduate Association (<b>NATSIPA</b>);</p> <p>(e) Liaise with the WA Student Aboriginal Corporation (<b>WASAC</b>);</p> <p>(f) Implement the PSA's policies relating to Aboriginal and Torres Strait Islander students;</p> <p>(g) Seek to organise at least one event focused on Aboriginal and Torres Strait Islander students per year;</p> <p>(h) Attend a majority of General Meetings and PSA Committee Meetings; and</p> <p>(i) Carry out such other duties as the PSA Executive, PSA Committee, or the Association may reasonably direct.</p>

## 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 the *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 9.2 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 Grants and Awards Sub-committee**

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

TABLE 2. MEMBERS OF THE GRANTS AND AWARDS SUB-COMMITTEE	
Item	Member
1	PSA President
2	Vice-President (Research)
3	General Secretary
4	Grants and Awards 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 Grants and Awards Sub-committee must be a woman or non-binary person

- (c) The Chair of the Grants and Awards Sub-Committee shall be the Grants and Awards Officer
- (3) The Grants and Awards 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 Grants and Awards 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 Grants and Awards Sub-committee meeting members are required to declare conflicts of interest.
- (6) Eligibility for Grants and Awards
  - (a) The members of the Grants and Awards Sub-committee are ineligible to apply for a PSA award or grants during their term on the Sub-committee.
  - (b) Once appointed to the Grants and Awards 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 Grants and Awards 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 Grants and Awards 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 Engagements Sub-committee

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

TABLE 3. MEMBERS OF THE ENGAGEMENTS SUB-COMMITTEE	
Item	Member
1	PSA President
2	Vice-President (Engagement) (Chair)
3	Vice-President (Welfare)
3	One Postgraduate Coursework representative
4	One Postgraduate Research representative
5	Two Social Officers
6	Two Public Relations Officers

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

### **Department Meetings**

#### **13 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.

#### **14 Annual General Meeting**

- (1) There shall be an Annual General Meeting (AGM) before the end of the Semester 2 University examination period (no later than the end of November).
- (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.

#### **15 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.

#### **16 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**

### **17 Finance**

- (1) Withdrawals from all accounts including cheques or from petty cash shall be conducted in accordance with the *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.

### **18 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 *Regulations*.

## **Amendments**

### **19 Amendments to these rules**

- (1) These rules may be amended by acceptance by a two-thirds majority of the Members present at a Special General Meeting.
- (2) Proposed amendments may be formulated as follows:
  - (a) Amendments by the PSA Committee: The PSA Committee must call a Special General Meeting to vote on the proposed amendments. The PSA will call a Special General Meeting in accordance with rule 16.
  - (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 Special General Meeting in accordance with rule 16 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 Special General Meeting in accordance with rule 16 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 Special 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 Special General Meeting at which the changes are approved, or the date in which the amendments are approved by the Guild Council, whichever is later.