

#### **9.4. J. 26 – A Motion to Amend the Postgraduate Society Constitution**

##### **THE STUDENTS' REPRESENTATIVE COUNCIL AND STUDENT SERVICES COUNCIL NOTE:**

1. The Postgraduate Society is a vital component to the University of St Andrews' Postgraduate Community.
2. The Postgraduate Society is led by the Postgraduate Society Committee.
3. Recent developments within the academic representation of postgraduate students calls for according role expansion, and
4. The role of the Postgraduate President has been divided into two new roles within the proposed Election Rules 2014.

##### **THE STUDENTS' REPRESENTATIVE COUNCIL AND STUDENT SERVICES COUNCIL BELIEVE:**

1. To further improve the Postgraduate Society's ability to represent, entertain, and advocate for postgraduate student concerns, the Postgraduate Society may update its previous Constitution to better articulate its role within the postgraduate community and within the Students' Association.

##### **THE STUDENTS' REPRESENTATIVE COUNCIL AND STUDENT SERVICES COUNCIL RESOLVE:**

To report amendments to effect the following changes to the Laws to SAB with the recommendation that the same do pass and to take effect on July 1<sup>st</sup>:

1. The Postgraduate Society Committee's previous Constitution be struck entirely, and replaced with the attached text.

## **Constitution of the Postgraduate Society of the University of St Andrews**

### **Aims**

We, the postgraduate students of the University of St Andrews, in order to create the 'home society' for postgraduates living in St Andrews to host events, advocate for academic concerns, and foster postgraduate community, establish this constitution of the Postgraduate Society Committee of the University of St Andrews.

### **Remit**

The Postgraduate Society shall hold at least four events during the year for the recreational benefit of the postgraduates of St Andrews. One of these will be an annual ball, usually held during the Summer Vacation.

The Postgraduate Society shall be competent to make loans or grants to individuals or bodies endeavoring to provide entertainment to the postgraduate community.

The Committee shall take special responsibility, via the Association Postgraduate President, for ensuring that SSC and SRC take sufficient account of the needs and wishes of postgraduate students during vacation periods.

### **Article I – Name**

The organisation shall be a subcommittee of the Student Services Council and shall be known as the Postgraduate Society of the University of St Andrews.

### **Article II – Members**

#### *Section 1:*

The membership of the Postgraduate Society Committee shall consist of postgraduate students elected at the Annual General Meeting (AGM) to be held no later than Week 4 of Semester 1.

#### *Section 2:*

The duties and responsibilities of the Committee are:

- a. To act as the official voice and to promote the interests of postgraduate students;
- b. To consider any proposal or request that a postgraduate student or group may present in the best interest of the postgraduate community;
- c. To uphold and defend the Constitution and By-Laws of the Postgraduate Society Committee.

#### *Section 3: Resignation*

A Committee member may resign if he or she finds that they are no longer able to fulfill the requirements of membership. Resignation will take effect immediately upon announcement. Discussion and questions regarding resignation may be dealt with in confidence via communication with the Association Postgraduate President.

#### *Section 4: Quorum*

The quorum shall be three-fifths of the voting membership of the committee.

#### *Section 5: Membership*

All matriculated postgraduate students of the University of St Andrews, save those who have exercised their right under the Education Act of 1994 to cease to be members of the Students' Association, shall be deemed to be ordinary members of the society.

*Section 6: Extraordinary Membership*

The committee may award extraordinary membership of the Society to such individuals as it deems fit.

*Section 7: Annual General Meeting*

- a. Procedure- The AGM shall be held during Semester One no later than week 4, and shall:
  - i. Require 14 days notice;
  - ii. Be publicised widely in such places and by such methods as the committee shall determine from time to time;
  - iii. Be open to all members of the Society, although only ordinary members shall be eligible to vote, propose, second, or stand for elections.
- b. Business- The order of business shall be:
  - i. Report of the Association Postgraduate President;
  - ii. Report of the Postgraduate Society Treasurer;
  - iii. Elections of all non-Association voting posts;
  - iv. AOCB.
- c. Elections- No one shall hold more than one position on the Committee at any one time. Elections shall be conducted by a secret ballot using the STV system.

**Article III – The Postgraduate Society Committee**

*Section 1:*

The Postgraduate Committee shall adopt a structure to lead the Postgraduate Society. A recommendation is provided below:

1. Postgraduate Society President\*
2. Vice President, Academic Relations (*ex officio* Postgraduate Convenor)
3. Vice President, Finance\*
4. Vice President, Ball Convener\*
5. Vice President, Event Convener
6. Vice President, Pub Convener
7. Vice President, External Relations
8. Secretary\*
9. Parliamentarian
10. Association Director of Student Development & Activities
11. Association Director of Representation.

\*The above positions provide a recommendation to future Postgraduate Presidents and Committees on how to structure themselves. They may also consult Appendix A. Positions marked with an ‘\*’ are required. Positions not marked with an ‘\*’ are recommended.

*Section 2:*

The Postgraduate Society President shall, in addition to those responsibilities set out in Chapter Three of the Laws:

- a. Provide leadership to the Postgraduate Society,
- b. Be responsible for all external Committee correspondence,
- c. Sit on the Student Services Council, and
- d. Perform any additional duties as needed.

*Section 3:*

The Vice President, Finance shall:

- a. Serve as the liaison with accounting in the Students’ Association;
- b. Oversee the reimbursement process; and
- c. Perform any additional duties as needed.

*Section 4:*

The Vice President, Ball Convener shall:

- a. Serve as the liaison with hotel partners for Postgraduate Society balls.
- b. Propose ball themes, decorations, and entertainment options.
- c. Explore different venue options and present ideas via ‘ball proposal(s)’ to the Committee, in consultation with the Association Postgraduate President.

*Section 5:*

The Vice President, Academic Relations shall:

- a. Represent postgraduate students’ academic interests and the interests of the SSC Postgraduate Society within the Students’ Association and the University,
- b. Convene and chair the Postgraduate Forum consisting of all Postgraduate Executive Reps at least twice per semester,
- c. Serve as the Postgraduate Senate Representative on Academic Council, and
- d. Sit on the Students’ Representative Council

*Section 6:*

The Secretary shall:

- a. Keep detailed minutes of the meetings of the Postgraduate Society Committee;
- b. Collaborate with President in writing “The Sunday Postgraduate” (or alternative newsletter) and
- c. Perform other duties as needed.

*Section 7:*

The Parliamentarian shall:

- a. Interpret, enforce, and defend the Constitution and By-Laws should they need clarification;

- b. Chair the Committee meetings;

#### **Article IV – Standing Sub-Committees**

##### *Section 1:*

The Committee shall have a number of standing sub-committees as outlined in the By-Laws. These standing sub-committees shall be charged with the specific duties of the Committee.

##### *Section 2:*

Each standing Sub-Committee shall be chaired by an appropriate Committee Vice President.

#### **Article V - Meetings**

##### *Section 1:*

The Committee shall meet at least once a week during teaching weeks. In the event of extenuating circumstances, meetings may be cancelled by a consensus of the Committee.

##### *Section 2:*

Standing sub-committees are encouraged to meet at least bi-weekly during teaching weeks.

#### **Article VI - Parliamentary Authority**

##### *Section 1:*

The Postgraduate Committee shall be governed by this Constitution and duly passed by-laws and the Standing Orders of the Students' Association. The most recent version of Robert's Rules of Order, Newly Revised may be treated as a pervasive authority in the event that these documents do not clearly identify a course of procedure.

##### *Section 2:*

The Parliamentarian shall ensure that the Constitution and By-Laws in addition to proper parliamentary procedure are adhered to at all times.

#### **Article VII- By-Laws**

##### *Section 1:*

The Committee shall adopt a body of By-Laws, which may be amended at any time by a two-thirds majority vote.

##### *Section 2:*

This Constitution shall take precedence over the By-Laws of the Postgraduate Society Committee.

## Appendix A

Postgraduate Society President	Vice-President (Ball Convener)	VicePresident (Event Convener)	VicePresident (Pub Convener)	Vice-President (Academic Relations) <i>ex officio</i> Postgraduate Convenor	Vice-President (External Relations)
VicePresident (Finance)	Formal Balls – Finance Officer	Academic & NonAcademic Events – Finance Officer	Pub Team – Finance Officer		Chamber of Ideas Representative
Social Media Officer	Formal Balls – Venues Officer	Academic & NonAcademic Events – Venues Officer	Pub Team – Venues Officer		External Partnerships Representative
Marketing Officer	Formal Balls – Decorations Officer	Academic & NonAcademic Events – Decorations Officer	Pub Team – Quiz Officer		
Committee Social Officer (Internal)	Formal Balls – Drinks/Catering Officer	Academic & NonAcademic Events – Speakers Officer	Pub Team – Movie Nights Officer		
Secretary + Co-Editor	Formal Balls – Publicity Officer	Academic & NonAcademic Events – Publicity Officer	Pub Team – Publicity Officer	Athletic Union Representative (Taught or Research Postgraduate)	
Audiovisual Officer (Video + Photos)	Formal Balls – Entertainment Officer	Academic & NonAcademic Events – Bonfire Officer		Mature Students Representative (Taught or Research Postgraduate)	
				Employability Officer	