

## SBMS Postgraduate Student Association Constitution

The School of Biomedical Sciences Postgraduate Student Association (SBMS PSA) is an organisation of postgraduate student representatives and other interested members with an interest in the consolidation of representation for postgraduates, providing information pertaining to rights of postgraduates, and enriching the postgraduate experience through social and academic events.

### Purpose

The SBMS PSA attempts to observe to following:

1. To be a representative body for all SBMS postgraduate students
2. To provide a forum for the election of postgraduate representatives to SBMS and University committees
3. To provide a forum for open discussion on matters of general concern to postgraduate students and a means by which to effect change
4. To create opportunities for participation in academic and non-academic activities that promote interactions between postgraduate students across all schools and institutes
5. To create a feeling of community within the postgraduate students and provide support to all students
6. To provide information to postgraduate students about where to find advice and advocacy support in matters concerning grievance processes
7. Promote collaboration with other institutions and colleagues

### Structure

There are four levels of involvement within the SBMS PSA and a member may hold a position in more than one grouping.

### Executive Committee

The executive committee acts as the steering force for the SBMS PSA. The executive will meet regularly to ensure the momentum of the organization.

The executive committee will be made up of interested volunteers for the first year. Elections may be introduced in future years.

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The executive must consist of, but is not limited to, the following office-bearers:

- **Co-Chairs**

Responsibilities:

- Convening and chairing PSA Executive Committee and General Council meetings;
- Initiating policy and strategic action planning with the members;
- Implementing decisions of the SBMS PSA;
- Officially representing the SBMS PSA in dealing with SBMS or UQ;
- Reporting on dealings with SBMS or UQ to the SBMS PSA.

- **Secretary**

Responsibilities:

- Officially communicating between PSA Executive Committee, General Council and all SBMS postgraduate students;
- Providing notice of meetings;
- Preparing Agenda for meetings;
- Ensuring the minutes are taken at all meetings;
- Maintaining a register of all SBMS postgraduate students, including names and email addresses.

- **Treasurer**

Responsibilities:

- Preparing funding application proposals;
- Preparing budget reports;
- Maintaining the association's bank account and all financial records, holding cheque and deposit books, petty cash tins and other financial related documents;
- Verifying that all payments made are legitimate and have been made under the authority of the association.

The role of the executive is to act on behalf of the general committee and to receive feedback from all SBMS postgraduate students.

## **Student Representatives**

Student representatives are nominated by the general council to represent the views of SBMS postgraduate students on committees at both the school and University level.

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Student representatives must maintain communication with the PSA executive to ensure dissemination of information to all postgraduate students. It is the responsibility of student representatives to attend both the committee meetings they are elected to, and quarterly PSA meetings to report on progress.

The committees that SBMS PSA elects postgraduate representatives to are:

- UQ Association of Postgraduate Students
- SBMS Executive Committee
- SBMS Space Committee
- SBMS Postgraduate Committee
- SBMS Research Committee
- SBMS Honours Committee
- OH&S Committee

### **General Council**

The SBMS PSA general council consists of a delegate from each SBMS lab group in order to reflect the diversity of the school. The general council will meet quarterly to discuss the direction of the PSA and inform the executive of any postgraduate-related issues.

The general council is responsible for approving policy changes, nominating PSA projects, providing feedback to the PSA executive and electing postgraduate representatives.

### **All Postgraduate Students**

The SBMS PSA is an inclusive and open organisation. All SBMS postgraduate students are welcome to attend all meetings and be involved in the running of the association. All students have the right to make suggestions or voice concerns directly to the executive committee or to their representative on the general council.