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Passed:	<b>Union Council, 28 February 2012</b>

### **This Union Notes**

1. Over 40% of its membership are postgraduate students
2. The Postgraduate Association exists within UCLU to ensure postgraduate students receive the specific and distinct support, representation and services they need.
3. In previous years, the PGA has had multiple officers elected online in October to serve its large membership. This year, elections were moved into the PGA Forum. Like many forums, the PGA has been consistently inquorate, unable to elect officers or approve its guidance document.
4. Postgraduate Faculty Representatives have not been elected this year either.

### **This Union Believes**

1. Postgraduate students have been woefully underrepresented in UCLU since the 2011 governance reforms, and the PGA has lacked the officer capacity to properly serve its members.
2. The PGA needs a full committee of postgraduate officers to represent and serve its members. Holding online cross-campus elections for these officers is more democratic, accessible and practical than electing them all at forum meetings.
3. If the PGA can start the year with a full complement of officers, it will be better able to engage and serve its members.
4. In the absence of a Guidance Document, the PGA should be properly constituted to make clear how it should function, how its members can control it, and what its officers' duties are.

### **This Union Resolves**

1. To amend the Bye-Laws as follows:

#### **Throughout:**

Replace "PGA Officer" with "Postgraduate Students' Officer"

#### **Section 8 – Union Officers**

##### *Edit 36.*

36. The term of office for non-sabbatical officers elected in the Spring Elections shall be from the first day of the academic year after their election until 31<sup>st</sup> of July.

*Insert 37:*

37. The term of officer for non-sabbatical officers elected in the Autumn Elections shall be from the time of their election until 31<sup>st</sup> of July

- a. Except the term of office for all postgraduate officers, which shall run from the time of their election until the conclusion of the following year's Autumn Elections.

*Add*

54. h. Be the Postgraduate Association President

## **Section 9 – Elections**

*Insert:*

13. All officers sectionally elected by postgraduate students shall be elected in the first term of the academic year for which they are to hold office.

*Insert:*

## **Section 15 – Postgraduate Association**

1. When a PGA Forum Guidance Document exists, it shall govern the PGA and, in the event of any contradiction, shall take precedence over this section of the Bye-Laws (but no other sections).
2. The Postgraduate Association (PGA) shall be an organisation within UCLU controlled by its members, through which they can campaign for and further their concerns, needs and interests.
3. The members of the PGA shall include all current postgraduate UCLU members.
4. PGA Forum meetings shall be the primary policy-making body of the PGA and shall be empowered to direct the PGA's officers and independent budget.
5. The following PGA Officers shall be elected in the online cross-campus Autumn UCLU elections. Only postgraduates shall be eligible to vote:
  - a. PGA Secretary & Communications Officer
  - b. PGA Events & Entertainment Officer
  - c. Postgraduate Taught Education & Representation Officer
    - i. Only postgraduate taught students may vote
  - d. Postgraduate Research Education & Representation Officer
    - i. Only postgraduate research students may vote
6. Any PGA posts other than the Presidency that are left unfilled after the cross-campus elections may be filled by an election at a forum meeting.
7. Elections by multi-member STV for 3 PGA Academic Officers shall occur at the first PGA Forum meeting following the Autumn Elections. Any Faculty Representative who is a postgraduate shall be eligible to stand.
8. The PGA Executive Committee shall implement PGA policy and represent and serve PGA members between PGA Forum meetings. Committee meetings shall be called as necessary by the PGA President, who shall also chair them and lead the Committee. All Committee meetings shall be open to all PGA members. The Committee shall include:
  - a. The PGA President
  - b. The Medical and Postgraduate Students' Officer

- c. All the PGA Officers described in this section of the Bye-Laws
  - d. SSEES Postgraduate Officer
  - e. Part-time Students' Officer
  - f. Mature Students' Officer
9. Decisions of the Executive Committee shall be by democratic vote and shall only be valid when at least half of the Committee members with voting rights are present. Only those Executive Committee members who are postgraduate students shall have voting rights.
10. A majority vote at a PGA Forum meeting shall be sufficient to overturn any PGA Executive Committee decision.
11. The PGA shall invite UCL UCU to send a representative to all its Forum and Committee meetings for the purpose of liaising on relevant matters including, but not limited to, the concerns, needs and interests of postgraduates working for UCL, and coordination and solidarity between the organisations.
12. All PGA officers shall:
- a. Be current postgraduate students at UCL
  - b. Uphold and seek to further PGA policy.
  - c. Participate in and support the work of the PGA in general.
  - d. Promote to postgraduate students participation in the democratic structures open to them.
13. The PGA President shall:
- a. Lead the representation and campaigning work of the PGA, addressing all relevant bodies including the Graduate School, College, the University of London, local and national government.
  - b. Represent PGA policy and the needs and concerns of PGA members within UCLU, ULU, NUS, and any other organisations to which UCLU or the PGA affiliates, including acting as UCLU's delegate to NUS Postgraduate Section Conference.
  - c. In cooperation with the Postgraduate Education & Representation Officers, to liaise with the UCL UCU and other appropriate trade unions on all relevant issues including the concerns, needs and interests of postgraduates working for UCL.
  - d. Be responsible for the organisation of Forum meetings, with support from UCLU staff where required.
  - e. Ensure forum meetings are Chaired and run smoothly and fairly. During policy debates and where appropriate, the President should delegate Chairing responsibility to another appropriate UCLU officer or PGA member to ensure the Chair can remain non-partisan while conducting the business of the meeting.
  - f. Produce an agenda for the forum meetings, based on submissions from students.
  - g. To coordinate the activities of the governing committee with the support of the Sabbatical Officer responsible for Postgraduate Students.
14. The PGA Secretary & Communications Officer shall:
- a. Be responsible for ensuring that there is an accurate note of the proceedings of the forum meetings, as well as its timely circulation after the meeting.

- b. Support the President's organisation of the Forum meetings, including the production and circulation of the Forum agendas.
- c. Facilitate communication between the forum and all students. With the support of UCLU staff where appropriate, the Officer shall be responsible for:
  - i. The PGA email bulletin
  - ii. The PGA's social media presence
  - iii. The PGA's website

15. The Postgraduate Education & Representation Officers (Taught and Research) shall:

- a. Be taught and research postgraduate students respectively.
- b. Be the equal Deputy Presidents of the PGA and perform the duties of the PGA President when he or she is unable.
- c. In cooperation with the Postgraduate Students' Officer and in liaison with relevant UCLU officers and forums, facilitate representation and campaigning regarding the particular needs and concerns of taught and research postgraduate students respectively. In particular addressing educational, funding and welfare matters for postgraduate students, in liaison with the UCLU Education & Campaigns Officer, Education Officer, Education Forum and Welfare Officer.
- d. Organise and support Postgraduate StARs and ensure that the feedback they elicit from students is taken to relevant Graduate School, College and UCLU Committees and acted upon.

16. The Postgraduate Research Education & Representation Officer shall also:

- a. Liaise with UCL UCU on matters of common concern, including but not limited to research policy and the concerns, needs and interests of research postgraduates working for UCL or other universities.

17. The PGA Events & Entertainment Officer shall:

- a. Facilitate the development and maintenance of a postgraduate student community by organising regular activities, entertainment and social events for postgraduates.
- b. Liaise with the Student Activities Officer and Activities Officer to ensure UCLU's provision of activities, clubs and societies are appropriate and accessible to postgraduate students.
- c. Liaise with UCLU's Entertainments Department regarding entertainments for the postgraduate student community.

18. PGA Academic Officers shall

- a. Help the Postgraduate Education & Representation Officers to organise and support postgraduate StARs.
- b. Be a line of communication between the postgraduate StARs and the PGA.
- c. Support & contribute to the activities of the PGA Executive Committee in general.