



**BY-LAWS
OF
ASSOCIATION OF POSTGRADUATE STUDENTS INC.**

Amended 07 NOVEMBER 2023

B1 Authorising Provisions

- 1.1 The *By-Laws of Association of Postgraduate Students Inc.* is established under R26 of the *Rules Association of Postgraduate Students Inc.*
- 1.2 These By-Laws are applicable to all Officers, Members, Committees and Councils referred to in these By-Laws.
- 1.3 These By-Laws are effective immediately on the passing of the resolution at the 2023 November Special General Meeting or amendment by Management Committee.

B2 Interpretation

- 2.1 **Postgraduate** refers to both Higher Degree by Coursework and Higher Degrees by Research students enrolled at the University of Queensland.
- 2.2 **HDR** means Higher Degree by Research.
- 2.3 **Simple Majority** means a decision reached by a vote of all members present, equal to half of the votes plus one vote.
- 2.4 **Standing Orders** means *Standing Orders of Association of Postgraduate Students Inc*
- 2.5 Unless the contrary intention appears, words and phrases in these By-Laws have the same meaning as in the Rules of the Association.
- 2.6 In the event that the Rules and these By-Laws conflict, the Rules shall prevail.

B3 Bodies

- 3.1 The Association will establish bodies entrusted with authority regarding policy and decisions, as delegated by the Management Committee.
- (a) Management Committee;
 - (b) Executive Committee;
 - (c) Advisory Council; and
 - (d) Marketing & Events Committee.

B4 Management Committee

- 4.1 The members of the Management Committee are:
- (a) President;
 - (b) Deputy President;
 - (c) General Secretary;
 - (d) Treasurer; and
 - (e) Postgraduate Affairs Manager (non-voting).
- 4.2 The Management Committee has recognisability for implementing the Association's Rules and ensuring it meets its obligations under the Act.

- 4.3 The Management Committee must meet at least once every month on an Academic Day to exercise its functions.
- 4.4 The selection of members as categoried under sections B4.1 (a) through (d) shall be conducted through a formal voting process at the Annual General Meeting (“AGM”).
- 4.5 The President is to preside as Chairperson at meetings.
- 4.6 The General Secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each Management Committee meeting are entered in a minute book.
- 4.7 To ensure the accuracy of the minutes, the minutes of each Management Committee meeting must be signed by the Chairperson of the next Management Committee meeting, verifying their accuracy.
- 4.8 Attendance Requirements for Management Committee Members Management Committee Members are considered to have failed in fulfilling their attendance obligations if they are absent from more than one-third of the scheduled Management Committee Meetings within their term of service, without having obtained prior approval for such absences.

B5 Executive Committee

- 5.1 The members of the Executive Committee are:
 - (a) President (HDR);
 - (b) President (Coursework);
 - (c) Deputy President;
 - (d) General Secretary;
 - (e) Treasurer; and
 - (f) Postgraduate Affairs Manager (non-voting).
- 5.2 The Chairperson of the UQU Postgraduate Students Boards may be invited to meetings as an observer.
- 5.3 The Chairperson of the Executive Committee shall be elected from amongst the President (HDR) or President (Coursework) by the voting members in B5.1 (a) through (e) during the initial meeting of the Executive Committee's annual term.
- 5.4 The right to vote on motions or amendments shall be vested exclusively in the members identified in B5.1(a) through (e).
- 5.5 The Executive Committee shall have the delegated authority to make decisions on behalf of the Association.
- 5.6 A quorum for the meetings of the Executive Committee requires the presence of:
 - (a) The Chairperson; and
 - (b) A simple majority of voting members in B5.1 (a) through (e), rounded up to the nearest whole number.
- 5.7 The Executive Committee shall convene on a weekly basis.
- 5.8 The Chairperson shall convene meetings of the Executive Committee.

5.9 A meeting of the Executive Committee may be called upon by a simple majority of the voting members specified in B5.1 (a) through (e).

B6 Advisory Council

6.1 The members of the Advisory Council are:

- (a) President (HDR);
- (b) President (Coursework);
- (c) Deputy President;
- (d) General Secretary;
- (e) Treasurer;
- (f) International Officer;
- (g) Social Media Officer;
- (h) Graphic Design Officer;
- (i) Events and Activities Officer;
- (j) Fundraising & Sponsorship Officer;
- (k) Clubs & Societies Officer;
- (l) Committee Representatives Officer;
- (m) Communications & Public Relations Officer;
- (n) Volunteer & Development Officer;
- (o) Policy Research Officer;
- (p) Mental Health Officer;
- (q) Equity and Inclusion Officer;
- (r) Sports Officer;
- (s) Alumni Relations Officer; and
- (t) Postgraduate Affairs Manager.

6.2 The Chairperson of the Advisory Council shall be elected from amongst the President (HDR) or President (Coursework) by the members in B6.1 (a) through (t) during the initial meeting of the Advisory Council's annual term.

6.3 The Advisory Council is delegated the authority to offer guidance and strategic counsel to the Executive Committee. Additionally, it is empowered to pose inquiries to the members of the Executive Committee as required.

6.4 A quorum for the meetings of the Advisory Council requires the presence of:

- (a) The Chairperson; and
- (b) Any five members listed in R6.1 (f) through (t).

6.5 The Advisory Council must convene no less than once a fortnight.

6.6 The Chairperson shall convene meetings of the Advisory Council.

6.7 A meeting of the Advisory Council may be called upon by a simple majority of the members specified in R6.1 (a) through (t).

B7 Marketing & Events Committee

7.1 The members of the Marketing & Events Committee are:

- (a) President (HDR);
- (b) President (Coursework);
- (c) Deputy President;
- (d) General Secretary;
- (e) Treasurer;
- (f) International Officer;
- (g) Social Media Officer;
- (h) Graphic Design Officer;
- (i) Events and Activities Officer;
- (j) Fundraising & Sponsorship Officer;
- (k) Volunteer & Development Officer; and
- (l) Postgraduate Affairs Manager.

7.2 The Chairperson of the Marketing & Events Committee shall be elected from amongst the President (HDR) or President (Coursework) by the members in B7.1 (a) through (l) during the initial meeting of the Marketing & Events Committee's annual term.

7.3 The Marketing & Events Committee is delegated authority for the planning and organisation of events and activities, including but not limited to the following areas:

- (a) Conceptual development;
- (b) Coordinating logistics;
- (c) Overseeing the event budget;
- (d) Managing event execution;
- (e) Advertising the event; and
- (f) Post-event evaluation.

7.5 A quorum for the meetings of the Marketing & Events Committee requires the presence of:

- (a) The Chairperson, and;
- (b) A simple majority of voting members in B7.1 (a) through (l), rounded up to the nearest whole number.

7.6 The Marketing & Events Committee must convene no less than once a fortnight.

7.7 The Chairperson shall convene meetings of the Marketing & Events Committee.

7.8 A meeting of the Marketing & Events Committee may be called upon by a simple majority of the members specified in B7.1 (a) through (l).

B8 Elected Offices

8.1 The Association shall consist of the following elected Offices, as determined by the Executive Committee:

- (a) President (HDR);
- (b) President (Coursework);
- (c) Deputy President;
- (d) General Secretary;
- (e) Treasurer;
- (f) International Officer;

- (g) Social Media Officer;
- (h) Graphic Design Officer;
- (i) Events and Activities Officer;
- (j) Fundraising & Sponsorship Officer;
- (k) Clubs & Societies Officer;
- (l) Committee Representatives Officer;
- (m) Communications & Public Relations Officer;
- (n) Volunteer & Development Officer;
- (o) Policy Research Officer;
- (p) Mental Health Officer;
- (q) Equity and Inclusion Officer;
- (r) Sports Officer; and
- (s) Alumni Relations Officer.

- 8.2 The Executive Committee has authority for the selection of elected officers in B7.1 (f) to (s).
- 8.3 Nominations for the positions enumerated in B8.1 (f) to (s) shall be formally submitted to the Executive Committee for consideration before voting.
- 8.4 The Association reserves the right to create additional Officer roles if deemed necessary.
- 8.5 Subject to B8.4, the Management Committee delegates this authority to the Executive Committee

B9 President

- 9.1 The Association shall incorporate a dual-presidency system, comprising:
 - (a) president for Higher Degree by Research (President (HDR)); and
 - (b) president for Coursework (President (Coursework)).
- 9.2 The President (HDR) shall be an individual actively enrolled in a Higher Degree by Research programme at the University at the time of election and throughout their term.
- 9.3 The President (Coursework) shall be an individual actively enrolled in a Postgraduate Coursework programme at the University at the time of election and throughout their term.
- 9.4 Both Presidents must collaboratively advocate for the interests of their respective student categories and uphold the collective duties of the presidency as delineated in the Association's Rules.
- 9.5 Each role will carry equal weight and authority in the decision-making processes of the Association.
- 9.6 Each role will have one full vote each on all committees.
- 9.7 Both the President (HDR) and the President (Coursework) is delegated general authority for the overall supervision of the Association's activities including, but not limited to:
 - (a) Ensuring the implementation of decisions by general meetings and committee meetings;
 - (b) Coordinating with external bodies;
 - (c) Conducting official correspondence and acting as spokesperson for the Association;
 - (d) Acting as publisher of the Association; and
 - (e) Chairing meetings of the Association.

9.8 Both Presidents shall be considered the preferred candidates for the position of Postgraduate Officer of the Union, aligning with the Association's strategic representation objectives.

9.9 For the purposes of fulfilling reporting requirements for incorporated associations, the name of either the President (HDR) or the President (Coursework) shall be submitted as the recorded 'President' of the Association as determined at the AGM.

B10 Deputy President

10.1 The Deputy President is delegated authority for, but not limited to:

- (a) Assisting the President as required; and
- (b) In the absence of the President, fulfilling the duties of the President as Acting-President.

B11 General Secretary

11.1 The General Secretary is delegated authority for, but not limited to:

- (a) Calling meetings of the Association, including preparing notices of a meeting and of the business to be conducted at the meeting in consultation with the President of the Association;
- (b) Keeping minutes of each meeting. However, this duty may be assigned to an alternate individual, provided that such delegation receives prior endorsement from the Chairperson;
- (c) Keeping copies of all correspondence and other documents relating to the Association; and
- (d) Maintaining the register of members of the Association.

11.2 The register of members must include the following particulars for each member:

- (a) The full name of the member;
- (b) The full UQ student number of the member;
- (c) The postal or residential address of the member;
- (d) The date of admission as a member;
- (e) The date of death or time of resignation of the member;
- (f) Details about the termination or reinstatement of membership; and
- (g) Any other particulars the Management Committee or the members at a general meeting decide.

11.3 The register must be open for inspection by members of the Association at all reasonable times.

11.4 Notwithstanding B11.1 (c), the duty of keeping copies of all correspondence and other document relating to the Association may be assigned to an alternate individual, provided that such delegation receives prior endorsement from the Management Committee

B12 Treasurer

12.1 The Treasurer is delegated authority for the financial supervision of the Association's activities including, but not limited to:

- (a) Arranging the collection and receipt of all moneys due to the Association and arranging for all payments authorised by the Association, to be made from the Association's accounts;
- (b) Ensuring all monies received are paid into the Association's bank account within five Business Days after receipt;

- (c) Ensuring accurate and timely financial information is provided to the Management Committee;
- (d) Ensuring the financial records of the Association are kept in accordance with the Act;
- (e) Coordinating the preparation of the financial statements of the Association and their certification by the Management Committee prior to their submission to the annual general meeting of the Association; and
- (f) Ensuring at least one other member of the Management Committee has access to the accounts and financial records of the Association.

B13 International Officer

13.1 The International Officer is responsible for representing the interests and welfare of international students within the Association.

13.2 The International Officer duties include, but are not limited to:

- (a) Advocating for policies that cater to the unique needs of international students;
- (b) Facilitating their integration into the university community; and
- (c) Organising events that celebrate cultural diversity.

B14 Social Media Officer

14.1 The Social Media Officer monitors and curates the Association's presence across various social media platforms.

14.2 The Social Media Officer duties include, but are not limited to:

- (a) Creating content and engaging with members online,
- (b) Monitoring online feedback; and
- (c) Strategising to enhance the Association's online visibility and community engagement.

B15 Graphic Design Officer

15.1 The Graphic Design Officer oversees creating visual content for the Association.

15.2 The Graphic Design Officer duties include, but are not limited to:

- (a) Designing posters, flyers, digital graphics; and
- (b) Designing other promotional materials that support the Association's events, campaigns, and overall brand identity.

B16 Events & Activities Officer

16.1 The Events and Activities Officer plans, organises, and executes events and activities for the Association.

16.2 The Events & Activities Officer responsibilities include, but are not limited to:

- (a) Coordinating logistics, manage volunteers; and
- (b) Ensuring that events align with the Association's goals whilst providing value and engagement for members.

B17 Fundraising & Sponsorship Officer

17.1 The Fundraising & Sponsorship Officer is develops and implements strategies to secure financial support and in-kind support for the Association.

17.2 The Fundraising & Sponsorship Officer duties include, but are not limited to:

- (a) Identifying potential sponsors, managing relationships with donors; and
- (b) Organising fundraising activations.

B18 Clubs & Societies Officer

18.1 The Clubs & Societies Officer acts as a liaison between the Association and various clubs and societies.

18.2 The Clubs & Societies Officer duties include, but are not limited to:

- (a) Facilitating communication, support collaborative events; and
- (b) Ensuring accredited clubs and societies are aligned with the Association's policies and objectives.

B19 Committee Representatives Officer

19.1 The Committee Representatives Officer serves as the voice of the Association on different university committees.

19.2 The Committee Representatives Officer responsibilities include, but are not limited to:

- (a) Conveying the views of the Association to University, or other appropriate, Committees;
- (b) Reporting at the Advisory Council on relevant outcomes and discussions;
- (c) Organising and recruiting committee representatives to represent the Association.

B20 Communications & Public Relations Officer

20.1 The Communications & Public Relations Officer manages the Association's internal and external communications.

20.2 The Communications & Public Relations Officer duties include, but are not limited to:

- (a) Writing press releases, developing public relations strategies;
- (b) Maintaining the Association's positive image amongst stakeholders; and
- (c) Reporting relevant communication and public relations matters to the President.

B21 Volunteer & Development Officer

21.1 The Volunteer Officer recruits, trains, and administers volunteers for the Association.

21.2 The Committee Representatives Officer duties include, but are not limited to:

- (a) Ensuring volunteers are effectively utilised, appreciated; and
- (b) Maintaining consistent volunteer presence for Association events.

B22 Policy Research Officer

- 22.1 The Policy Research Officer investigates research on various topics to inform the Association's policy positions.
- 22.2 The Policy Research Officer duties include, but are not limited to:
- (a) Analysing data, prepare reports; and
 - (b) Providing recommendations based on current trends and best practices.

B23 Mental Health Officer

- 23.1 The Mental Health Officer advocates for mental health awareness within the Association.
- 23.2 The Mental Health Officer duties include, but are not limited to:
- (a) Developing programmes and initiatives to support the mental well-being of members; and
 - (b) Working to destigmatise mental health issues.

B24 Equity & Inclusion Officer

- 24.1 The Equity & Inclusion Officer ensures that the Association's activities and policies promote diversity, equity, and inclusion.
- 24.2 The Equity & Inclusion Officer duties include, but are not limited to:
- (a) Advocating on behalf of the Association in various committees to ensure that diversity and inclusion are at the forefront; and
 - (b) Investigating and identifying opportunities to enhance the Association's inclusivity.

B25 Sports Officer

- 25.1 The Sports Officer coordinates sports-related activities and represents the interests of students involved with sports at UQ
- 25.2 The Sports Officer duties include, but are not limited to:
- (c) Organising social sporting activities;
 - (d) Representing the Association on sports-related committees;
 - (e) Outreaching to external sporting organisations; and
 - (f) Seeking to establish sporting partnerships and collaborations that benefit the Association.

B26 Alumni Relations Officer

- 26.1 The Alumni Relations Officer is charged with the development and maintenance of a robust relationship between the Association and its alumni network.
- 25.2 The Alumni Relations Officer duties include, but are not limited to:
- (a) Maintaining the alumni database, ensuring accurate and up-to-date records are kept for communication and engagement purposes;
 - (b) Being the principal point of contact for alumni; and
 - (c) Fostering strategic engagement with alumni through various initiatives.

B27 General Duties

- 27.1 All Elected Officers must carry out their authority in co-operation with each other.
- 27.2 All Elected Officers must adhere to the governance standards set forward by the Australian Charities and Not-for-profits Commission, the Rules and By-laws, and be a person of good standing in the community.
- 27.3 The Elected Officers must follow the lawful direction given by (in decreasing order of priority):
- (a) General Meetings
 - (b) The Management Committee
 - (c) The Executive Committee
 - (d) The President

B28 Accredited Bodies

- 28.1 Members of the University community may form clubs or societies that accredit to the Association to promote student interaction, welfare, cohesion, academic life, special interests, culture and professional development.
- 28.2 The Executive Committee may make rules for the accreditation, funding, and good governance of postgraduate clubs and societies.
- 28.3 Clubs, societies or groups may only accredit to the Association if:
- (a) Have a majority of its membership as postgraduate students in the University of Queensland;
 - (b) Passes a resolution at a general meeting to accredit to the Association; and
 - (c) Aligns with the Objects of the Association.
- 28.4 Notwithstanding B28.3 (a), the Executive Committee may, from time to time, approve accreditation should the Committee determine the club, society or group aligns with the Objects of the Association.

B29 Remuneration

- 29.1 The Elected Officers of the Executive Committee are paid twenty hours per week being:
- (a) President (HDR);
 - (b) President (Coursework);
 - (c) Deputy President;
 - (d) General Secretary; and
 - (e) Treasurer.
- 29.2 The Elected Officers who are paid ten hours per week are:
- (a) International Officer;
 - (b) Social Media Officer;
 - (c) Graphic Design Officer; and
 - (d) Events and Activities Officer.
- 29.3 The Elected Officers who are paid five hours per week are:

- (a) Fundraising & Sponsorship Officer;
- (b) Communications & Public Relations Officer; and
- (c) Volunteer & Development Officer.

29.4 The Elected Officers who are paid five hours per fortnight are:

- (a) Clubs & Societies Officer;
- (b) Committee Representatives Officer;
- (c) Policy Research Officer;
- (d) Mental Health Officer;
- (e) Equity and Inclusion Officer;
- (f) Sports Officer; and
- (g) Alumni Relations Officer.

29.5 Elected Officers who are paid shall be paid in accordance with the minimum wage set annually by the Fair Work Commission.

29.6 The Executive Committee shall have the exclusive authority to appoint individuals to designated officer roles within the Association.

29.7 The Executive Committee retains the right to amend, continue, or terminate any such remuneration based on organisational requirements and performance evaluations of the respective officers.

29.8 Officers elected to positions within the Association, as detailed in sections B8 (a) through (s), are ineligible to receive remuneration from the Association for their services if they concurrently receive compensation from the UQ Union for occupying an elected role within that body.

29.9 Elected Officers are required to promptly disclose to the Executive Committee any form of remuneration they receive from the UQ Union, which arises as a direct consequence of their incumbency in any position within the UQ Union. This disclosure must occur as soon as is practicable following their appointment to such a role within the UQ Union.

29.10 The Executive Committee shall have authority for enforcing this By-Law; any violation of this By-Law by an Elected Officer member may result in the cessation of any APS remuneration and entitlements.

29.11 These By-Laws are intended to prevent conflicts of interest and ensure the equitable distribution of the Association's resources amongst those serving the Association without external compensation.

B30 UQ Union Postgraduate Officer Nomination Protocol

30.1 The Executive Committee is vested with the authority to nominate candidates for the election to the position of UQ Union Postgraduate Officer.

30.2 The incumbents serving as the Association's President (Coursework) and President (Higher Degree by Research) are designated as the principal nominees for the position of UQ Union Postgraduate Officer. This is in alignment with the Association's strategic objective of representation.

30.3 The Association will solely endorse and support the candidacy of individuals who have been formally nominated through its established nomination procedures. Any candidates or parties not nominated via the Association's processes are not to be endorsed or supported by the Association.

B31 Policies

- 31.1 The Executive Committee is empowered to establish policies reflecting the Association's stance on issues pertinent to postgraduate students.
- 31.2 Policies set by the Executive Committee shall articulate the Association's viewpoints and shall not constitute, modify, or abrogate the Association's legal or equitable obligations and entitlements.
- 31.3 In the process of developing, modifying, or rescinding policies, the Executive Committee shall seek to consult with the Advisory Council and the members of the Association to ensure a broad and representative input.
- 31.4 Notice and procedural requirements for the amendment of policies includes:
- (a) The Executive Committee may make, amend or repeal policies by ordinary resolution; and
 - (b) Executive Committee members must be given seven days' notice, including the full wording of the proposed change, of any proposal to make, amend or repeal a policy.
- 31.5 Notwithstanding B31.1- B31.4, the Members may establish, amend and repeal any Association policies at any General Meeting

B32 Meetings Procedures

- 32.1 General meetings, committee meetings, advisory council meetings and subcommittee meetings are subject to *Standing Orders of Association of Postgraduate Students Inc.*
- 32.2 Where, and only when, the Standing Orders fall silent, Meeting procedures shall be abided by the most recent edition of *Joske's Law and Procedure at Meetings in Australia*.

B33 Annual Budget

- 33.1 The Executive Committee shall be responsible for the preparation of an Annual Budget for the Association, ensuring that it accurately reflects anticipated revenues and expenses.
- 33.2 The Executive Committee must create an Annual SSAF (Student Services and Amenities Fee) Expenditure proposal.
- 33.3 The SSAF Expenditure proposal must encompass the period from January 1 to December 31.
- 33.4 The SSAF Expenditure proposal must be presented to the UQ SSAF Advisory Group, which will review, modify, and approve it.

B34 Appropriations

- 34.1 The Association must establish and operate a General Account which shall hold all revenue of the Union and cover all expenditure of the Union, except where provided otherwise in these By-Laws.
- 34.2 The Association must establish and operate a Development Fund exclusively used for the provision of new or replacement capital items, unless otherwise specified by a two-thirds majority of the Management Committee.

- 34.3 For the purpose of these By-Laws, capital items are defined as those items whose cost exceeds \$1,000 and which have a useful life greater than 12 months.
- 34.4 All balances remaining in the Association's accounts at the end of the Financial Year shall be placed in the General Account, except for:
- (a) Unspent Funds from the annual SSAF Allocation which must be repaid to UQ's nominated account in which SSAF amounts are held; and
 - (b) The Development Fund.