

ANS Student Body Committee - Terms of Reference

Written: 23 December 2016

Ratified: 21 January 2017

Purpose of the Committee

1. To provide leadership, co-ordination, and representation within the Australasian Neuroscience Society (ANS) for students, especially higher degrees by research (HDR) students, studying or conducting research at Australasian institutions, in particular:
 - i. To promote communication between students and the ANS Council;
 - ii. To organise relevant academic, professional, and or social events for students, especially alongside the annual ANS conference;
 - iii. To receive and collate advice and feedback from students regarding proposed, new, and existing ANS activities, including but not limited to courses, workshops, and conferences, as well as major and minor amendments, and deletions, to such activities; and
 - iv. To receive and collate advice and feedback on broader issues which considerably affect the ANS Student Body, including but not limited to HDR research supervision and funding, university and research institute environments, policies proposed or enacted by governments, universities, or ANS, and other issues which affect the ANS Student Body.
2. To make recommendations to the ANS Council on academic and professional matters concerning students;
3. To share with the ANS Council collated advice and feedback, especially on ANS policy and strategy which affects the ANS Student Body, on issues relevant to the ANS Student Body; and
4. To consider issues referred by Australasian universities, research institutes, the ANS President, the ANS President-elect, and the ANS Council.

Committee Membership

5. The Committee consists of the following Members:
 - i. one Chair, who will also be the Postgraduate Student Representative of the ANS Council;
 - ii. one Deputy Chair, who is not the Chair or Secretary, as defined in paragraphs 5 (i) and (iii), respectively;
 - iii. one Secretary, who is not the Chair or Deputy Chair, as defined in paragraphs 5 (i) and (ii), respectively
 - iv. at least one Representative, who are not the Chair, Deputy Chair, or Secretary, as defined in paragraphs 5 (i), (ii), or (iii), from each of: the Australian Capital Territory, New South Wales, New Zealand, Queensland, South Australia, Tasmania, Victoria, and Western Australia; and

- v. may include any person co-opted from time-to-time by the Committee, including representatives from international or national organisations.

Specific Member Responsibilities

6. The Chair will, in consultation with the Secretary, create agendas for all meetings of the Committee and distribute them to Members at least seven calendar days prior to any meeting. The Chair will chair all meetings of the Committee, ensuring all Members are afforded equal opportunity to speak and contribute to discussion and decision-making.
7. The Deputy Chair will take on the responsibilities of the Chair, as described in paragraph 6, and become Acting Chair by appointment by the Chair or in extenuating circumstances which prevent the Chair from fulfilling their duties.
8. In the event that the Deputy Chair is unable to fulfil the role of Acting Chair, other Members may nominate themselves for the temporary position of Acting Chair for the purposes of holding Committee meetings or reporting to the ANS Council. In the event of multiple nominators, a formal ballot of all Members will be taken over, with each Member given the at least seven calendar days notice of the ballot closing time. This ballot will be administered by the Secretary or their nominee.
9. The Secretary will create minutes for all meetings of the Committee and distribute them to all Members within seven days of each meeting. The Secretary will appoint another Member who is willing fulfil the Secretary's duties in the event of any absences or extenuating circumstances.
10. Representatives will report to the Committee on issues relating to the Purpose of the Committee, as described in paragraphs 1, 2, 3, and 4, which affect students in their respective region or state. To help do so, they will chair regular local committees or forums for ANS student members in their respective region or state.

Meetings

11. The quorum for a meeting of the Committee consists of the Chair or Acting Chair, together with at least five other Members, where all Members have been given at least seven calendar days notice of the meeting;
12. A meeting of the Committee may not proceed in the absence of the Chair or Acting Chair;
13. The Chair or Acting Chair shall, after relevant meetings of the Committee, report to the ANS Council on the conduct, status, and progress –
 - i. of any matters referred to the Committee by the ANS President, ANS President-elect, and the ANS Council; and
 - ii. on any other matter which the Committee agrees should be reported to the ANS Council.

Subcommittees

14. The Committee may –
 - i. constitute and appoint such subcommittees as it thinks fit, and appoint to it such persons as it thinks fit whether or not they are members of the Committee; and

- ii. delegate to any subcommittee constituted under paragraph 15 (i) any of its powers, functions and authorities other than this power of delegation.