

Linguistics Association of Great Britain Student Committee Terms of Reference

1. Membership

- a) Five members sit on the LAGB student committee, including one chair.
- b) The chair is a full member of the LAGB committee.
- c) These positions are elected by the student members of the LAGB.
- d) The term is three academic years, and no student committee member may serve for more than two consecutive terms.
- e) When a student committee member finishes their studies, they may continue to serve out their elected term on the committee until the September after they become a salaried employee.

2. Objectives

- a) To formulate and oversee a procedure for postgraduate conference organizers to apply for funding from the LAGB.
- b) To encourage and facilitate i) communication between linguistics students in the UK and ii) co-operation and collaboration between postgraduate departments.
- c) To promote the LAGB to students in Linguistics, encouraging membership.

3. Responsibilities

The LAGB student committee is a sub-committee of the LAGB. As such, any decisions made by the student committee must be approved by the main committee.

- a) To provide information to student members of the LAGB pertaining to the activities of the LAGB.
- b) To recommend funding for postgraduate conferences with a budget negotiated with the LAGB national committee.
- c) To undertake any activities deemed necessary by the student committee in the pursuit of the aims outlined in section 4, subject to approval by the LAGB main committee.
- d) To represent the concerns of student members of the LAGB.

4. Meetings

- a) The LAGB student committee will hold at least one meeting per year.
- b) The business of the student committee meetings will be to agree actions for the next year and for each member to report progress from the last year to the student committee.
- c) Between meetings discussion and decisions will take place over email.
- d) Two or more members of the student committee may call a special committee meeting by advising the Chair.
- e) The Chair will then make arrangements for a meeting to be called within 21 days giving at least 14 days notice to each committee member. This may take the form of an electronic meeting.
- f) Brief minutes will be produced for each student committee meeting and after approval will be submitted to the main LAGB committee.

5. Organization

Chair

- a) Student committee meetings shall be chaired by the person who has been elected as Chair.
- b) If the Chair cannot be present at the committee meeting then another member must be nominated to chair that meeting, subject to a majority vote.

Minute secretary

- c) The role of minute secretary will be volunteered for by the Ordinary Members, preferably on a rotational basis.

6. Amendment of the terms of reference

The terms of reference may be amended by a majority vote of LAGB members provided that a minimum of 21 days' notice is given to all members of the precise change proposed.

7. Voting

Where necessary, voting will be conducted by a show of hands. For those who are not present at meetings, votes may be submitted to the Chair by email in advance of the meeting. Where the votes are tied the Chair will cast a second vote.

8. Contact

Members should contact the student committee at *lagbsc@gmail.com*