

FUSA Student Council Meeting

Meeting Agenda

February 4, 2014

6pm

1. Welcome and Meeting open

2. Apologies

3. Welcome Guests

4. Accept Minutes from previous meeting?

5. Reports

5.1 President's Report

5.2 General Secretary's Report

5.3 Education Officer's Report – none received

5.4 Environment Officer's Report – none received

5.5 Queer Officer's Report – none received

5.6 Women's Officer's Report – none received

5.7 International Officer's Report – none received

5.8 Welfare Officer's Report

5.9 Social Activities Officer's Report – none received

5.10 Accessibility Officer's Report – none received

5.11 Post-Grad Officer's Report

5.12 Indigenous Officer's Report – none received

5.13 MSE Report

6. Matters for Decision

6.1 Office Bearer Funding – President

6.2 Education Cuts – President

6.3 Bulk billed GP visits and rally - President

6.4 Bank Account Signatories – Manager of Student Engagement

6.5 Allocation of Student Council Representatives to Flinders One Student
Consolation Groups (SGC's) – Manager of Student Engagement

6.6 Mental Health Day 2014

6.6.1 President

6.6.2 Manager of Student Engagement

6.7 Market Day – Manager of Student Engagement

6.8 Equal Opportunity and Diversity Committee -- Manager of Student
Engagement

6.9 Honorariums for Student Council 2013 – General Secretary

6.10 ET Editors Issue 10 Honorariums – General Secretary

6.11 KPI Document – General Secretary

6.12 Executive Committee Recommendations (2013)

- 6.12.1 FUSA website – General Secretary
- 6.13 Clubs and Societies
 - 6.13.1 Flinders University Social Work Society – General Secretary
 - 6.13.2 Other? Check website – General Secretary
- 6.14 Compulsory Council Induction for new members – General Secretary
- 6.15 Interpretation of a leave of absence – General Secretary
- 6.16 Liaison for ET – General Secretary
- 6.17 Members of the Executive – General Secretary
- 6.18 Raising Students’ awareness about H&C Facilities – General Secretary
- 6.19 Raising Students’ Awareness about FUSA Events – General Secretary
- 6.20 Standing Orders – General Secretary
- 6.21 Election Regulations – General Secretary
- 6.22 Standing Committees of Student Council Regulations – General Secretary
- 6.23 Clubs and Societies Regulations – General Secretary
- 6.24 Student Council Roles and Duties – General Secretary
- 6.25 Club Certificates – General Secretary
- 6.26 Funding for O’Day for grown ups event – Post-Graduate Officer
- 6.27 FlindersOne EFTPOS –Education Officer
- 6.28 Laundry services for University Hall students – Welfare Officer

7. Matters for Noting

- 7.1 Honorariums - Manager of Student Engagement
- 7.2 Regulations for ET

8. Matters for Discussion

- 8.1 Event Calendar for Semester 1 2014
- 8.2 Possibility of a FUSA Food Bank initiative –Welfare Officer
- 8.3 Student Welfare Breakfasts –Welfare Officer
- 8.4 Student Council Attendance at O’Week FUSA Presentations –Manager of Student Engagement

8. Meeting Closed

5.1 President's Report

Induction Day

I assisted in the organisation and facilitation of induction day on the 16th of January.

Presidents' Summit

I attended the National Union of Students Presidents' Summit, at which I delivered an oral and a written report on FUSA, and had the opportunity to liaise with campus and national office bearers to prepare for NUS campaigns and initiatives to be conducted through 2014. The summit was held from the 22nd – 24th of January.

"Abbott and Pyne – hands off our education" campaign

I attended two organising meetings to plan the first national day of action (NDA) for this campaign. Areas organised include the plan for the NDA itself, advertising, development and delivery of promotional materials, approaching other groups for support, and organising the delivery of a welcome to country at the NDA.

Survival Day

I attended Survival/Invasion Day commemorations at Semaphore on the 26th of January to support the Aboriginal participants and to take a strong position against racism in Australia. The event was organised and supported by the National Aboriginal Cultural Institute, Tandanya and Kura Yerlo, and the Give Up Smokes for Good Campaign.

5.2 General Secretary's Report

5 hours approx attending the induction day at flinders.

5 hours approx club correspondence organizing O'week stalls.

(I'd like to note that a lot of clubs and societies are requesting stalls – which I think can be attributed to Paul's hard work as General Secretary last year.)

3 hours approx on an ET Article

1 hour approx updating the website

1 hour approx on financials

15 hours approx on Clubs and Societies Handbook

10 hours approx Meeting Incidentals

Financials:

Flinders University Student Association

Receipts

Opening Bank Balance 01/01/13	\$14,099.97
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Total	\$14,099.97
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Expenditure

Committed to FU General Ledger for FUSA Ball	\$11,723.00	Still physically in account awaiting transfer approval
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Committed to transfer of Movember donations	\$23.35	Still physically in account awaiting transfer approval
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Committed to FU General Ledger for Appreciation Dinner	\$968.00	Still physically in account awaiting transfer approval
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Total	\$12,714.35
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Closing Bank Balance as at 31/01/2014	\$14,099.97
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Register Float	\$200.00
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Cash on Hand on 31/01/2014	\$41.00
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Overall cash position	\$14,340.97
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5.8 Welfare Officer's Report

Food Bank

The idea of setting up a food bank for Flinders students has been floated and it is, I think, an excellent one. To that end, I've scheduled a meeting with Helen Laity, the FUSA Student Finance & Advocacy Officer, on Monday 3rd February (obviously, this meeting will have taken place by the time of the Student Council meeting). Helen has experience working with Foodbank and her knowledge of the logistics involved will no doubt prove useful. I've also submitted an agenda item for discussion of the idea and the outcome of the meeting with Helen.

Mental Health Day

Mental health is an often marginalised area of wellbeing and welfare. As such it's important that FUSA and Student Council promote Mental Health Day/Week on campus to ensure that students are aware of the help and services which are available to them, and to raise awareness of the issue. Grace and I will be meeting later this month with Anne Hayes (Student Equal Opportunity Adviser) and Ben Smith (Counsellor) to discuss the preliminary organisation of Mental Health Day. I have also put forward a motion to ensure that funding is secured for the event.

University Hall Laundry Services

I've put forward a motion that FUSA recommend students living at the Hall no longer have to pay in order to use the on-site washing machines. This is a relatively small issue, but one which I believe is representative of a broader attitude towards students and a "user pays" mentality that Student Council should be dedicated to combatting.

Save Our Medicare Campaign

Jack Gracie, the NUS Welfare Officer, is organising a campaign against the government's proposed \$6 GP fee, to take place nationally during orientation events at universities. This fee is representative of broader attacks on social welfare by the federal government, and is something which will disproportionately affect those of lower socio-economic status, including students. Grace and I have had a meeting discussing this, and we both agree that the fee is something that FUSA and Student Council should be strongly committed to fighting, and that we should fully support this campaign. We will be having a meeting (probably over the phone) with Jack Gracie at some point in the near future to organise for O-Week regarding the campaign.

5.11 Postgraduate Officer Report – James Vigus

O'Day event for Postgraduate students.

“O'day for grown ups” event. Thursday March 6, 3pm Functions Room.

Orientation time is important for all students including our new postgraduate students. On a number of campuses this is recognised with O'week activity and events organized for postgraduate students. Postgraduate students are a growing part of the total amount of students nationally in the higher education sector and this pattern is the same at Flinders.

2014 is an important year for FUSA to relate to more sections of the student body at our university, so having a small event aimed at postgraduates on the main campus of Flinders is the first such a event to start this process and hopefully will become part of the FUSA calendar in future years.

I have consulted people who have been former Presidents and other elected positions in the country's largest Postgraduate associations at Melbourne University and Sydney University about their O'day for grown up events.

The postgraduate FUSA event will be a chance for postgraduate students to network and meet other students as well as a chance for them to find out about FUSA and what we do and of course that we are their student association.

In other activity, I have spoken to and been in communication with a number of postgraduate representatives from across our university in a number of schools and faculties. Organising a committee and network are well underway and I must thank Kingsley Whittenbury for his assistance in this process.

5.13 Manager Student Engagement – Update – FEBRUARY 2014

2014 SSAF Allocation Process

The SSAF Budget proposal from FUSA and the Office of Student Engagement has been approved by the Vice Chancellor. This budget can be accessed on the Student Council Shared Drive.

FUSA Website

FUSA will soon have a new website. Over the last two months, the Media Officers have been working on the creation of a new FUSA website using WordPress. The new website will give FUSA a greater freedom to fulfil and promote the services run by FUSA throughout the year. As it currently stands, the existing website has both technical and aesthetic limitations that prevent us from achieving some of the key goals of FUSA's online presence. The new website will enable more emphasis on mobile and smartphone access, it will streamline the process of purchasing items through the FUSA online store and will make it easier to sign up and become a member of FUSA.

The new website will have a larger emphasis on promoting clubs and societies at FUSA and also Student Assist, while also providing a major facelift to the appearance to the front end of the website. We are aiming to simplify the administration and back end of the website to ensure a more efficient process. There will be the ability to utilise more forms and online points of contact for students of Flinders to engage with FUSA. The new proposed website will facilitate this to a greater extent than that of the current.

It is anticipated that the Media Officers will be in a position to go live with the new website as of the week beginning the 3rd of February 2014.

Flinders One/FUSA Student Consultation Groups

Meeting times have now been set up for these groups to meet quarterly. Students will be recruited shortly and Student Council are required to choose representatives. Please see document as part of agenda for more information.

Student Council By-Election

Ordinary Council Member Dillon Weightman resigned from Student Council on the 14th of January.

Nominations have now opened for a By-Election to fill the vacancy and close at 3pm on the 10.2.14. The Election will be held between the

O'Week 2014

This year's O'Week will run from the 24th of February to the 28th of February and the social program will be a joint initiative between Flinders One and FUSA. The major aim of O'Week this year is to combine all aspects of Flinders O'Week into one big event that has an entire university focus. Flinders One are the lead coordinator of O'Week and the FUSA Media Officers are coordinating the branding and design elements of the week.

In addition to this, FUSA is organising two major events during the week – The Moonlight Cinema on Monday night and the Scavenger Hunt that will take place every day of the week. In addition to our two main events, we will also be helping with the logistical running of the day to day events and providing equipment to facilitate these events.

As with every year, FUSA will be running a stall on The Plaza where we will be encouraging students to sign up and become a member of FUSA. This effort will be coordinated by the Student President. FUSA is contributing \$30,000 to the cost of O'Week in Semester 1 (which has all been accounted for), leaving \$20,000 to contribute towards Semester 2 'Refresher Week'.

NUS Election

The NUS Election was held from the 11th to the 13th of November 2013. At the close of the ballot for a position as a NUS Conference Delegate for a term from the 14th of November 2013 up until the beginning of the Annual FUSA Elections in 2014, the following candidates were elected:

- Brodie McGee
- Ella Keegan-Treloar
- Grace Hill
- William Menzies
- Dustin Platt
- Paul Harrison

FUSA Staff

The recruitment process for the position of Team Leader, Student Assist has now been completed. Congratulations to Vanesa Duran who was successful applicant. Vanesa began in the role as of the 25th of November.

Will Fisher will finish up in his role as Media Officer (Casual) during the week beginning the 3rd of February. I would like to thank Will for all of his hard work over the last 6-7 months. Will has been instrumental in shaping some of the policies around

events and equipment use and with the creation of the new website and other graphic design projects.

Given that the FUSA Expansion Proposal has now been approved and funding is available, I will begin recruiting new staff to fill the positions of:

- Team Leader, Student Experience and Development
- Events and Clubs Officer
- Student Experience Officers (Student Position)
- Research and Policy Officer (Student Position)

Buildings and Property have allowed for new space to accommodate our growing staff. This will be Shop 1 in The Mall.

Student Amenities Project

This project has now been referred to a Project Manager within Buildings and Property. SSAF Funds have been carried over into 2014.

6.1 Office Bearer Funding

Due to an error in the budgeting process last year, the amount budgeted for office bearer initiatives is only \$20,000. The intention was to have \$3,000 for each of the 12 Office Bearers. We must either divide this amount into \$2,000 for each OB excluding President and Gen Sec, or into \$1,666.66 for each OB.

Motion:

Motion that Student Council divide this amount into \$2,000 for each OB excluding President and Gen Sec.

or

Motion that Student Council divide this amount into \$1,666.66 for each OB.

6.2 Education Cuts

On Wednesday March 26th, a National Day of Action (NDA) is taking place around Australia as part of the "Abbott and Pyne, get your hands off our education" campaign, to demonstrate against the cuts to education funding announced last year, and the future changes hinted at since the Federal Election by the Education Minister, such as privatising HECS, removing SSAF, and expanded funding cuts. Without union action it is probable that these things will go ahead.

Motion:

Motion that the student council

1: Condemns cuts to education, specifically:

- a. The \$2.3billion in education cuts proposed in 2013
- b. The Abbott Government's slated privatisation of HECS, removal of commonwealth supported places, defunding of student unions, and reducing funding to higher education

2: Supports the upcoming NDA, with all elected council members pledging to attend where practicable.

6.3 Bulk billed GP visits and Rally

The Liberal Government has launched an attack on public health care in proposing an up-

front fee on bulk billed GP visits. The proposal by the government's Commission of Audit lead by Abbott's former advisor Terry Barnes equates to a cut of \$750 million over four years from the vital service. This attack on medicare comes in the context of the government's plans to partially privatise Medicare. The Abbott government have suggested the proposal by the Commission a possibility in 2014. It is important for student unions to take a stance on this issue which will so seriously impact students. A rally is called for the 25th of February outside Parliament House.

Motion:

Motion that Student Council condemns Terry Barnes proposed \$5 fee on bulk billed GP visits. We recognise this as the latest incoming neoliberal attack by the Liberal Abbott Government, undermining the concept of public accessible health care, mostly affecting students, working class, and poorer people. Student council calls for more funding to the health care sector and the expansion of Bulk Billing services, and endorses the rally called. All elected OBs for 2014 will pledge to attend the rally on the 25th.

6.4 FUSA NAB Bank Account Signatories

Motion: I Motion that Student Council endorse the following:

Current Signatories:

Chris O'Grady (Manager, Student Engagement) or

Shaun Hobby (Office Coordinator)

And

Brodie McGee (Student President)

Or

Paul Harrison (General Secretary)

As of January 1st 2014 the new signatories will be:

Chris O'Grady (Manager, Student Engagement) or

Shaun Hobby (Office Coordinator)

And

Grace Hill (Student President)

Or

Roxana Henshaw (General Secretary)

6.5 Allocation of Student Council Representatives to Flinders One Student Consolation Groups (SCG's)

Please see attached document. Student Council need to appoint two representatives to attend each of the three SCG's.

Meetings are quarterly and to be held in the Meeting Room at FUSA (on the Plaza next to Subway) at the following times:

Meeting 1: Feb 20th 9-12pm

Meeting 2: May 20th 1-4pm

Meeting 3: Aug 12th 1-4pm

Meeting 4: Oct 28th 1-4pm

Campus Engagement SCG (9am for the first meeting and then 1pm thereafter)

Food & Beverage SCG (10am for the first meeting and then 2pm thereafter)

Sport and Fitness SCG (11am for the first meeting and then 3pm thereafter)

Motion: I motion that Student Council appoint&..... To the Campus Engagement SCG,&..... to the Food & Beverage SCG and.....&..... to the Sports and Fitness SCG.

6.6 Mental Health Day

6.6.1 President's Proposal

Mental Health events on campus last year were well received by students, and are especially important at a time when funding to universities is under threat, and proposed up-front fees to be charged to for visiting bulk-billing practitioners will hit students hard. Prevalence of mental health issues is strongly linked with poverty and social inequality, and the general and mental health resources available to the poorest in Australia are inadequate. Currently two thirds of students are living below the poverty line, and face wait times to see mental health specialists, particularly at stressful times of semester.

Motion:

Motion that student council allocate \$1,500 to a Mental Health Day/Week event to be held on campus.

6.6.2 MSE's proposal Mental Health Day 2014

Mental Health Day is an initiative of Health Counselling and Disability, where on the 30th of April, an event is held on the plaza with the aim of raising awareness of Mental Health issues, bringing in internal and external services, having giveaways, music, African drumming, massages etc.

Health Counselling and Disability are looking for \$2,000 from FUSA to help fund the event as well as the contributions from interested Student Council members including the Welfare Officer. Vanesa Duran will be working with HC&D on this also.

This event was a huge success last year and given this and the benefit to students, I would support FUSA financially and otherwise supporting this event.

Motion: I motion that Student Council approve that \$2,000 from the events budget of \$100,000 is contributed to Mental Health Day 2014.

6.7 Market Day

Our Administrative Assistant, Jessi Tilbrook has a background in managing events and coordinated most of our 'Band Days' last year. I have asked Jessi to come up with a proposal for a weekly event on The Plaza where there are market stalls and music with a welfare focus i.e. free haircuts, massages, stationery etc.

The estimated cost to run the event weekly during semester weeks is \$36,547. FUSA has \$100,000 to spend on Events for the year

I believe that holding this weekly would be ideal but perhaps a huge undertaking to begin with. I would like Student Council to have a read through the proposal and discuss at the meeting. To allow planning to take place quickly and the event to begin as soon as possible once semester begins, I would like to pass a motion that allows FUSA staff to work in collaboration with the Social Activities Officer to begin planning for a regular market day. How regular this, will depend on staff resources and time.

Motion: I motion that Student Council approve that FUSA staff and the Social Activities Officer move forward with the planning of a 'Market Day'; the regularity to be decided by FUSA staff based on resources available and that a budget of \$36,547 is reserved for this event across the year until a more detailed and concrete budget and plan is created.

6.8 Equal Opportunity & Diversity Committee

The EO&DC is a University Committee that meets three times per year and will:

1. provide advice to the Vice-Chancellor on major policy matters and new initiatives in the areas of equal opportunity, affirmative action, student access and equity, diversity and inclusiveness;
2. receive reports in relation to the Workplace Gender Equality Act and Disability Action Plan and on the operation of the University's grievance procedures, and provide advice annually to the Vice-Chancellor on the reports;
3. propose the establishment of working parties as required; and
4. consider and report on matters referred to it from time to time by the Vice-Chancellor, Manager, Equal Opportunity and Diversity or Academic Senate.

The membership comprises of two students nominated by FUSA. Last year it was the Accessibility Officer and International Student Officer. The Student Council now need to nominate two students.

Motion: I motion that Student Council nominate &as the two FUSA representatives on the Equal Opportunity & Diversity Committee

6.9 Honorariums for Student Council 2013

Due to not holding a Student Council meeting in December (further explained in agenda item 6.14) student council and the Edid not receive their honorariums for a couple of months at the end of last year, most people’s honorariums being approved by the Executive.

Motion:

I motion that we approve the following people’s honorariums for November and December 2013:

- The General Secretary
- Education Officer
- Women’s Officer
- Environment Officer
- International Officer
- Social Activates Officer; and

- Ordinary Council Members:
 - Nadira, Will, Tim and Roxy.

6.10 ET Editors Issue 10 Honorariums

As a result of student council not meeting the ET editors were not paid for issue 10.

Motion: All three ET editors receive their honorarium for issue 10 of ET magazine.

6.11 KPI Document

Motion: I move that the honorarium KPI document be moved into regulation in the following form:

1. Required Hours Per Week

- General Secretary: 10 hours per week (1 position)
- Office Bearers: 3 hours per week (10 positions)
- Ordinary Council: 2 hours per week (6 positions)

2. Key Performance Indicators

1. The following KPIs apply to all Office Bearers and Ordinary Council Members.

- i. Attend meetings and provide a report on their actions; and
- ii. Attend committee work as required, such as the executive committee; and
- iii. Complete other actions as assigned to them by council

2. The following KPIs apply to all Office Bearers and the General Secretary.

- i. Submit an Office Bearer report outlining relevant portfolio activities each month.

3. The Council may accept the equivalent workload of a section KPI in lieu of a specific KPI measure being fulfilled.

4. The Council may take into consideration extenuating circumstances and any other relevant considerations when determining whether KPI requirements have been fulfilled.

3. On-Going Performance Review

The executive will meet monthly to review the ongoing performance of each Council Member and will consider whether each Council Member has completed the required KPIs. Each Council Member will be asked no less than three days before the commencement of the executive meeting to provide a short summary of the work completed in the previous month. This document may be an OB report, or any other relevant form

The Executive will come to a decision as to whether the KPIs have been met or not based upon the summary provided by the Council Member and any other relevant materials.

For all Council Members that have been approved by the Executive, this will go to the Council for ratification in a manner in which the Council sees fit. If Council does not vote in favour, it will go to discussion.

Any Office Bearer that the Executive do not approve will be notified and given the chance to provide additional documentation reflecting their work, and that Office Bearer's report will go to Council for discussion and vote.

If they have not made up their expected hours they may be paid pro-rata for the hours they have completed or they may be paid in full on the proviso that they intend to complete the owing hours within the next two reporting periods and write an action plan on how they intend to.

If they do not make up their expected hours within those two reporting periods, any owing hours will be deducted from the next honorarium.

If they work over the expected hours they will receive nothing extra but their hours may be carried over to the next month.

6.12 Executive Committee Recommendations (2013)

An Executive meeting was held at 9:19am until 9:52am on Tuesday 26th November to consider the renewal of the Code 360 website contract and the possibility of establishing a new FUSA website.

The executive consider a presentation given by Stephanie Walker regarding the pros and cons of the current website system and pros and cons with a proposed word press based website.

The Executive committee passed the following motion:

Motion that the website contract with Code360 is not renewed for the 2014 year and that a new website is developed by FUSA to be released in Q1 2014. For the interim period, it may be renewed on a month-by-month basis.

The following has been submitted by Will Fisher:

The proposed new website will hopefully give us a greater freedom to fulfill and promote the services run by FUSA throughout the year. As it currently stands the existing website has both technical and aesthetic limitations that prevent us from achieving some of the key goals of FUSA's online presence. The new website will give much more emphasis to mobile and smartphone access, it will streamline the process of purchasing items through the FUSA online store and will make it easier to sign up and become a member of FUSA.

The new website will have a big emphasis of promoting clubs and societies at FUSA and also the growing Student Assist department, while also giving a major facelift to the appearance of the front end of the website. We'll also be striving to simplify the administration and back end of the website to make the internal staff run side of FUSA's website a more efficient process.

In 2014 we hope to have the ability to run more forms and online points of contact for students of Flinders to engage with FUSA, the new proposed website will facilitate this to a greater extent than that of the current.

Motion: That Student Council ratifies the decision of the Executive Committee in accordance with clause 12.3 of the Constitution.

6.13 Clubs and Societies

6.11.1 Flinders University Social Work Society

1. What is the proposed name for your club?

Flinders University Social Work Society

2. What is the proposed activities for your club?

Professional development: Invited speakers Supporting social justice issues Fund raising for

attending conferences Social activities: Pub crawls End of year ball Social events for specific

causes, ie breast/prostate cancer.

3. What level of affiliation are you requesting?

Financially Affiliated

Relevant Section of the Club Constitution:

2. Purpose

2-1. The purpose of the club is to foster a spirit of inclusive community from a social and professional perspective.

by:

- Organising social and professional activities
- Adopting all-inclusive policies
- Acting as student advocates

Motion: I motion that Flinders University Social Work Society be financially affiliated.

6.14 Compulsory Council Induction for new members

Joining student council part way through the year can be a daunting experience and it can be difficult for new members to understand their roles and responsibilities on council.

Motion: that all student council members elected in a by-election must attend an induction, no latter than two academic weeks after their election, with either the President or General Secretary and Manager for student engagement. He or she should also be provided with any documents, information, items or any other such materials that student council, as elected at the end of the previous year, were provided at their induction.

6.15 Interpretation of a leave of absence

Last year, due to exceptional circumstances, the council chose to interpret that an apology may be effectively considered a leave of absence. However, a leave of absence requires formal approval by council, while an apology must be formally objected to at the beginning of a meeting, when the person who has made the apology cannot defend themselves, in order to be denied.

Due to this interpretation of leave of absence several meetings of the student council lapsed as a result of not reaching quorum.

Motion: I motion that an apology, tabled in an agenda or not and accepted at a Student Council meeting or not, no longer be considered a leave of absence.

6.16 Liaison for ET

A liaison officer needs to be appointed to assist the editors of ET in running the magazine and to report back to council.

Motion: I motion that be appointed FUSA's liaison officer with ET.

6.17 Members of the Executive

S 12.4 of FUSA's Constitution states that the Executive must include the President, General Secretary, Education Officer and two voting members of Student Council elected by the Student Council.

Motion: I motion that..... and be appointed by electoral vote of the council members of the Executive Committee.

6.18 Raising student's awareness about health and counselling facilities at Flinders - Recommendation

Flinders University Students Association recognises the importance of student access to medical facilities. We recognise that many students live on a limited budget and may not have regular or easy access to health and counselling services off campus. We note that mental health is of particular concern for many students. The Flinders Student Association, therefore, believes Flinders ought to implement more effective publicity to raise awareness about the university's health and counselling services, available on campus.

The Flinders University Student Association recommends:

- The university develop an improved health and counselling video – focussing on the core demographic rather than, what appears to be, retainment of risk groups. (The current video may be viewed from <http://www.youtube.com/watch?v=oEMbg3iEiLo&feature=youtu.be>).
- The video ought to describe what the health and counselling services available at Flinders are (including the medical and counselling staff's relevant qualifications).
- The video ought to emphasise that health services are bulk-billed and that counselling is free.

- The video ought to inform students exactly how they can access health and counselling services and where these services are located.

That this new video be shown at the beginning of the first lecture of every topic, or at least all first year topics, each semester, starting semester 1, 2014.

Motion: I motion that student council adopts the recommendations on raising student's awareness about health and counselling services at Flinders.

6.19 Raising student's awareness about upcoming Flinders University Student Association Events – Recommendation.

Flinders University Students Association recognises the importance of uni-life and campus-culture to students. We believe that engagement in extra-curricular activities on campus helps students engage more with their university and, therefore, with their studies. We also note the link between a balance of work and recreation, and strong mental health. Flinders University Student Association has worked hard to improve uni-life and campus culture at Flinders. We acknowledge and appreciate the University's continued support, helping us achieve these goals.

In forwarding these goals Flinders University Students Association requests:

- Flinders format university computers to display Flinders University Student's Association's (apolitical) up-coming event advertisements as the home screens and screensavers.
- Flinders display such advertisements during the ten-minute break in two-hour lectures or whenever the projectors remain switched on between lectures. (Flinders University Student's Association does not advocate that projectors be left on when not being used in lectures).

Motion: I motion that student council adopts the recommendations on publicising upcoming Flinders University Student Association events.

6.20- 6.23 Regulation Changes

Last year Paul Harrison, previous General Secretary, undertook a review into the FUSA regulations. After discussions with Paul and going through the amendments myself I motion the following:

Motion: I motion that the proposed changes to the Standing Orders are accepted by

Student Council.

Motion: I motion that the proposed changes to the Election Regulations are accepted by Student Council.

Motion: I motion that the proposed changes to the Standing Committees of Student Council Regulations are accepted by Student Council.

Motion: I motion that the proposed changes to the Clubs and Society Regulations are accepted by Student Council.

6.24 Student Council Roles and Duties:

Currently, the regulations for Office Bearer Roles & Duties and the Ordinary Council Member Roles & Duties are two separate sets of regulations. For the sake of administrative efficiency, I propose that these two sets of regulations be combined into Student Members Council Roles and Duties Regulations.

Motion: I motion that the Office Bearer Roles & Duties Regulations and the Ordinary Council Member Roles & Duties Regulations be combined into a single set of regulations called "Student Council Members Roles and Duties".

6.25 Club certificates

It has been queried by Anirudh Sharma of the Indian Association whether or not FUSA could provide certificates of appreciation to their club executive members for their service to the club as well as campus life over the course of the 2013 year.

I would like to offer the opportunity for all executive members of each affiliated club or society to be offered a certificate of appreciation from FUSA and Flinders University (under the Office of Student Engagement).

The cost of producing these certificates should be minimal as it only requires high-quality paper to be purchased. The absolute maximum number of pages required is 176.

Motion: I motion that the Student Council provisionally approves expenditure on paper to produce certificates of appreciation for affiliated Club and Society executive members. The approval is provisional on sending through pricing to Student Council with at least 24 hours notice.

6.26 Funding For O'Day for Grown Ups Event

Funding For O'Day for Grown Ups Event is an orientation type event for postgraduate

students and family/friends - an afternoon tea/coffee event where postgraduates can find out about what FUSA is, what we do in terms of representation and services and chance to meet/network as well.

Motion: That the student council approves \$200 for the postgraduate officer to use for 'O Day for grown ups event on Thursday March 6.

6.27 FlindersOne EFTPOS

Having a \$10 minimum for food and beverages is ridiculous as a single purchase of lunch or coffee (even a combination of the two) should not and do not add up to \$10.

Motion: FUSA recommends that FlindersOne removes minimum spending amounts off their eftpos services.

6.28 Laundry Services for University Hall Students

Students living at the Hall are required to pay in order to use the washing machines. Given the substantial fees that Hall residents are already paying, this seems ridiculous.

Motion: I motion that FUSA recommends this be changed and that Hall residents be able to use the washing machines for free.

7. Matters for Noting

7.1 Honorariums

Ongoing funding of Student Council Honorariums has been secured at the following rates:

Student President: \$28,500 pa

General Secretary: \$10,000 pa

Office Bearers: \$3,000 pa (including the two new Office Bearers: Abilities Officer and the Social Activities Officer)

Ordinary Council Members: \$2,000 pa

There was a request submitted last year for a modest increase to the Student President's Honorarium from \$26,200 to \$28,500. This is in light of the extra meetings and committee's that the Student President was invited to be involved in during 2013

The request for increases to the following:

General Secretary (from \$10,000 to \$15,000)

Office Bearers (from \$3,000 to \$4,000)

Ordinary Council Members (from \$2,000 to \$3,000)

have not been approved due to a case not being put forward as of yet.

If the Student Council believe that Honorariums should increase to amounts as above or an alternative to this, then a proposal, arguing the case, should be forwarded to the Manager, Student Engagement for consideration and endorsement. A final decision on this will be made by the DVC(A).

8.2 Regulations for ET

At the end of last year Steph and the former editors requested that Regulations including a KPI document be formally drawn up and approved by student council. This will be a job for the ET Liaison officer.

9. Matters for Discussion

9.1 Event Calendar for Semester 1

Last year student council released a semester event calendar for students. It would be fantastic if we could organise one for semester one this year. If possible, I'd like all office bearers to organise at least one event on campus for students under their portfolio that we can put on the calendar – eg Idaho day last year or.

9.2 Possibility of a FUSA Food Bank initiative

Will Menzies made the suggestion of looking into creating a food bank for students at the university. Given the abysmal rates of student poverty and the fact that a substantial portion of students are forced to skip meals due to this, I think this is an excellent idea. I'd like to discuss the feasibility of this project with regard to funding, admin resources, and storage space.

9.3 Student Welfare Breakfasts

I'd certainly like to continue the provision of welfare breakfasts to students as was done last year, and would like to discuss the logistics of organising them and possibly expanding them, if funding/resources permit.

9.4 Student Council Attendance at O'Week FUSA Presentations

During O'Week, many Schools and other groups across the University request short presentations from FUSA to tell new students about what FUSA can offer in the way of representation, services, events etc.

Vanesa Duran, the Team Leader is putting together a list of all these presentations. A staff member of Student Assist will attend these to discuss the services available and we would also like to have a member of Student Council to present to new students the other side of FUSA: representation, clubs, events etc.

Vanesa will forward a schedule to Grace to organise as many of you that would like to present.

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1.0 Introduction

Market Day is a new incentive proposed by FUSA staff, to enhance the students out of class experience and to further contribute to the universities sense of togetherness and community. It will happen on a weekly basis, combining both student and non-student contributions to the event.

Every week, the main campus plaza will play host to a variety of markets, put on by both students and small businesses who may or may not be involved in other markets around Adelaide such as Gilles Street Markets, Adelaide night markets etc.

To add to the atmosphere that we aim to create, each week there will be one or two acoustic musicians providing entertainment for the duration of the event. It is with full intention that we will firstly offer the opportunity to Flinders students who are musical, and then to outside musicians.

FUSA anticipates this new event could cost up to \$30 000. For a full estimated break down please see page 4.

2.0 Fundamental aspects of Market Day

Proposed date and frequency: Weekly, alternating between Tuesdays for one month and then Thursdays for the other month

Where: Main campus plaza

Roles:

- Event co-ordinator/On site event manager Office Coordinator/Admin Assistant)
- Casual positions for PA set up, stall set up, BBQ staff
- Media Officer

As per advice from Admissions, Tuesdays are the busiest day on campus followed closely by Mondays and Thursdays.

There will always be a selection of markets and an acoustic performer.

Across the 4-5 Market Days that are held each month, there will be a rotating system where each initiative occurs once a month, explained in further detail in 3.0 (page 3).

1. Free haircuts
2. Free stationary
3. Free massages
4. Free lunch and live entertainment (Band and BBQ)

3.0 Initiatives for Market Day

Below are four proposed initiatives to coincide with Market Day each week. They will run on rotation, so they each only occur once a month, but one of them will be in place each week. All four initiatives are elements or things that are fundamental in every student's life, but will be offered to them as a novelty free service.

3.1 Free haircuts to students

FUSA offer students free haircuts once a month at market day.

FUSA will negotiate with a group of freelance hairdressers and pay them an agreed wage to operate their business on campus for the duration of Market Day (11.30am – 2pm: 2.5 hours).

This won't be anything fancy. No shampoos/conditioners/blow-dry – just a regular trim.

If each haircut were completed in approx. 10 minutes, then the hairdresser should be able to complete 6 in an hour, and 15 in total for the day. We propose employing up to 4 trained hairdressers each month to achieve 60 free haircuts.

The hair dressing salon should be able and happy to bring at least two hairdressers on to the campus, perhaps one for men's cuts and one for women's cuts.

In order to ensure that as many students are receiving the free service as possible, students will not be able to request anything extravagant, it will only be a basic trim. (No hair dying, washing, blow drying, styling).

3.2 Free stationary to students

FUSA offer a limited supply of free stationary to students once a month at market day.

We will employ a casual to pack the bags with stationary the day before the event and to then hand them out at a stall on the event day.

FUSA can determine a budget that allows them to purchase items such as the below list to compile into care packages that can be given to students. It will work on a first come first serve basis.

- Exercise books
- Folders
- Pens/Pencils
- Rulers
- Erasers
- Highlighters
- Calculators
- Pencil Cases

3.3 Free massages to students

Much like the free hair cut initiative, FUSA propose to sub-contract/temporarily employ up to 4 trained masseuses to provide head, neck and shoulder massages to students for a duration of 5 minutes from the hours of 11.30am – 2pm.

Without considering that the masseuses may need a short break, we estimate that roughly each masseuse could do 30 massages in that time, so 90-120 massages in total depending on how many staff we bring on to campus.

It is suggested we look at employing self-employed masseuses, so as to avoid disrupting a business's normal day of trade, if four of them were off site all at the same time.

3.4 Free lunch and live entertainment

The final proposed initiative is one that FUSA have already co-ordinated many times throughout 2013, but was originally known as Band Day.

We propose a full band, who is reputable and local to Adelaide (and have at least one Flinders Student in the band) to perform over the lunch period, while we employ casuals to serve a free lunch BBQ to students. A procedure is already in place from 2013 on how to administer the day.

4.0 How would the markets be organised/How many staff needed to run it

Several databases will be compiled prior to the start of semester one.

One for stall holders (both students and non-students), one for musicians, and one for contacts relating to the four initiatives.

In order to be included on these databases, the event co-ordinators will make contact with varied people and businesses to find out if they wish to be involved with the event, and will then be contacted at a later date to arrange their involvement.

Event co-ordinators will work with the Manager OSE to develop contracts, arranging financials, etc.

Paul Harrison and another casual who are formally trained in the setup of the in house PA system will be the ones to set up the PA system each week for acoustic artists and for full bands which will occur once a month FUSA will employ a sound engineer from Novatech.

The Media Officer will assist with all marketing and promotion.

Jessi Tilbrook and the Social Activities Officer will coordinate the setup and organisational logistics of the event and on the day, with the assistance of Shaun Hobby.

5.0 Budget

There is \$100,000 in the FUSA budget that is allocated to events for 2014. We estimate roughly \$36,547.00 of this will go solely to Market Day of 2014. Please see below for a very rough breakdown of expenses per week, and a total for the year.

There are 14 weeks in semester one and 13 weeks in semester two with a TOTAL of 27 weeks.

ITEM	OCCURENCE	BUDGET per OCCURENCE	COST FOR THE YEAR
Acoustic Acts 1-2 act per week @ \$50 p/half an hour, perform 12.00pm – 2.00pm = \$200.00 Employment of a Casual for PA Set Up HEO2 \$27.65 (plus Oncosts \$4.60) = \$32.25 X 4 HOURS = \$129 TOTAL COST: \$329	Weekly (27 WEEKS)	\$329.00	\$8,883.00
Band + BBQ initiative Full Band \$400 (1 Hour) BBQ \$250 Employment of a Casual for BBQ HEO2 \$27.65 (plus Oncosts \$4.60) = \$32.25 X 3 HOURS = \$96.75 Sound Technician \$330 (\$110 per hour X 3 Hours) TOTAL COST: \$1,076.75	1 X per month (8 MONTHS)	\$1,076.75	\$8,614.00
Stationary Initiative (price based on netxpress.com) 100 packs (\$10 per pack) incl. approximately: 2 x exercise books 1 x folder 2 x pens 2 x pencils 1 x highlighter 1 x ruler 1 x eraser All put in a FUSA tote bag (we have approx. 1000 not in use in the FUSA offices)	1 X per month (8 MONTHS)	\$1,000.00	\$8,000.00
Haircut Initiative (price based on supercuts.com) No shampoo/conditioner, just basic trims. \$15.00 per head Operate from 11.30am – 2.00pm Each cut 10 mins = 6 cuts per hour Employ 4 staff = 60 hair cuts 60 HC's X \$15.00 = \$900.00	1 X per month (8 MONTHS)	\$900.00	\$7200.00
Massage Initiative (price based on adelaide-thai-massage.com.au) 5 min massage per student (head, neck and shoulders)	1 X per month (8 MONTHS)	\$450.00	\$3600.00

Operate from 11.30am – 2.00pm 12 massages per hour = 30 massages. Employ 3 staff = 90 massages in total			
Marketing/Promotion (price based on Will Fishers advice) \$131.00 = 250 A3 posters \$60 = 1000 DL flyers \$50 = Facebook Promotions	Once off cost	N/A	\$250.00
TOTAL		\$3,530	\$36,547.00

FLINDERS ONE / FLINDERS UNIVERSITY STUDENT ASSOCIATION CONSULTATION FRAMEWORK

BACKGROUND

Key Strategy 3: *Enhancing the Student Experience* of the University's Strategic Plan, commits the University to creating an out-of-classroom environment that delivers a positive and vibrant experience for students. The University values the voice that students contribute to its decision-making and is committed to working with student representatives to enhance opportunities for effective student participation and advocacy.

Flinders University Student Association (FUSA) is the official student body responsible for representing the views and interests of students.

The objects of Flinders Campus Community Services (FCCS) as stated in the Rules are to: *'...provide a range of facilities and services, including in particular food and beverage, sport and fitness, and related services to Students and the University Community.'*

FCCS provides important services and amenities for students on campus and it is crucial that student representatives have a consultation mechanism in place around service delivery, which is both regular and ongoing.

Section 13 of the Rules for FCCS states that a formal consultation framework must be established:

13. STUDENT CONSULTATION

13.1 The Board must establish a framework for regular consultation between the Association, the Manager, Student Engagement and the Student Council, as agreed between the parties from time to time, to seek the views of elected student representatives on the services that the Association is delivering or plans to deliver.

CONSULTATION FRAMEWORK

The Manager, Student Engagement (MSE) is responsible for ensuring open and effective communication and liaison between the University, FCCS and students. A range of consultation mechanisms are recommended to ensure that this is achieved and are outlined below:

Consultation	Occurrence	Attendees
Strategic	6 times per year	FCCS Board (includes MSE and FCCS General Manager (GM))
Management	Monthly	FCCS GM, MSE
Management	Quarterly	FCCS GM, FCCS Managers, MSE
Management	Quarterly	Student Council (includes MSE), Key FCCS Staff
Planning	Annually (Aug)	FCCS GM, FCCS Managers, MSE, Student Council (SC)

Strategic

The MSE may attend FCCS Board meetings as an observer Throughout the year on a strategic level, the MSE will be able to table and explore issues around commercial and service delivery issues with regard to the operations of FCCS. The General Manager (GM) of FCCS would follow up and report to the Board on any matters requested.

The MSE could request that the Board invite the Student President or delegate to attend a Board meeting to discuss any specific issues where it is advised by the MSE that it is more appropriate that the Board hears directly from a student representative.

Management

At a management level, the FCCS GM and the MSE will meet monthly to discuss management and operational matters and share common issues between the organisations around activities, clubs and any other relevant matters such as food and beverage services and sport and fitness.

The MSE will attend FCCS Management Team meetings every Quarter. The purpose of this is to raise any operational issues with current, new or proposed services. The MSE could invite the Student President or delegate to attend the Management meeting to discuss any specific issues where it is regarded by the MSE that it is more appropriate that the FCCS Management Team hear directly from a student representative.

Key FCCS management staff will be invited to attend Student Council meetings on a quarterly basis to discuss any relevant issues with regard to FCCS service delivery. This will also provide the opportunity for direct dialogue between FCCS and the Student Council with regard to common areas such as student events and activities.

Planning

Planning would be conducted annually with a view that this would be pre Budget so that any service delivery changes would be factored in to the drafting of the FCCS and FUSA/Office of Student Engagement Budget. As a result of regular Management meetings and feedback from Student Consultation Groups (please see below), current FCCS provided services may require modifications or cancellation, and these can be discussed at an operational level.

Items for discussion:

- Student Services and Amenities Fee (SSAF) requests, allocations and joint proposals
- Current and new services would be discussed and planned

STUDENT CONSULTATION GROUPS (SCG)

These four groups will consist of key FCCS Management and staff; 6 students: 2 student representatives from Student Council (as selected by Student Council) and 4 Flinders University students. Once approved, Terms of Reference will then be established. These meetings are formal, with a chair and minute taker.

O'WEEK STUDENT ADVISORY GROUP (OSAG)

Membership:

- Staff Member of Transition Office (Convenor)
- FCCS Activities Coordinator
- FUSA Media Officer (in lieu of Events Coordinator)
- Two FUSA Student Representatives: General Secretary and Social Activities Officer

- Two students from Flinders Living
- Four students recruited from the general student population

Regularity of Meetings:

O'SAG will meet regularly from their appointment (for one year) in August/September throughout the year, depending on need as dictated by the demands of developing Semester 1 and 2 Orientation programs.

Focus:

- to design and develop an orientation program of events and activities that will engage all students, which includes the overarching theme, quantity and variety of events and activities on offer.
- O'SAG is accountable to the Transition Office through O'WAG and the O'Week Events and Activities Management Group (OEAMG). It is expected to work collaboratively with key University stakeholders, O'WAG, Flinders One and FUSA staff, and OEAMG to ensure effective design and implementation of events

OTHER SCG's

Meetings are quarterly and to be held in the Meeting Room at FUSA (on the Plaza next to Subway) at the following times:

Meeting 1: Feb 20th 9-12pm

Meeting 2: May 20th 1-4pm

Meeting 3: Aug 12th 1-4pm

Meeting 4: Oct 28th 1-4pm

Campus Engagement SCG (9am for the first meeting and then 1pm thereafter)

Membership:

- Vice President (Strategic Finance and Resources)
- FCCS General Manager
- Director, Buildings and Property
- Manager, Student Engagement
- Up to two Student Representatives from Student Council (as selected by Student Council)
- Up to four general students of the University (one of these being a member of a non-sporting club or society)

Regularity of Meetings:

Quarterly

Focus:

- Student Spaces operated by FCCS
To explore and discuss ideas for potential refurbishment/improvement of student spaces, opening hours and other service delivery issues. Creating student spaces which are in line with student interests and needs, will help to create student spaces in which students feel comfortable and feel a level of ownership of space and in turn spaces will be more utilised.
- Student Events/Activities
To ensure student input into student events during the year. This will help to develop ownership of student activities and ensure relevancy.

Food & Beverage SCG (10am for the first meeting and then 2pm thereafter)

Membership:

- Vice President (Strategic Finance and Resources)
- FCCS General Manager
- FCCS Food and Beverage Manager
- Director, Buildings and Property
- Manager, Student Engagement
- Up to two Student Representatives from Student Council (as selected by Student Council)
- Up to four general students of the University (one of these being a member of a relevant Student Group such as the Flinders Environment Action Group or the Fair Trade Society)

Regularity of Meetings:

Quarterly

Focus:

- Food and beverage services/products sold
- Pricing
- Student discounts/deals
- Fair trade products
- External Food and Beverage providers

Sport and Fitness SCG (11am for the first meeting and then 3pm thereafter)

Membership:

- Vice President (Strategic Finance and Resources)
- FCCS General Manager
- Director, Buildings and Property
- Manager, Student Engagement
- Sports Centre Manager
- Up to two Student Representatives from Student Council (as selected by Student Council)
- Up to four general students of the University (three being members of either a sporting club or a member of the Fitness Centre and one student who is not a member of a sporting club or the Fitness Centre)

Regularity of Meetings:

Quarterly

Focus:

- Sport and Fitness facilities
- Services for Sporting Clubs
- Fitness Centre Services
- Australian University Sport

Standing Orders

Flinders University Student Association Approved 02/07/2012

Definitions:

'meeting' – means an official meeting of Student Council

"Student Council" is the governing body of the Association;

'Official Visitor' means a person who has notified the General Secretary of their attendance to the meeting prior to the meeting or a person who has been invited to attend the meeting.

1. Application

- 1.1. Subject to Clause 15 of these regulations, these regulations apply:
 - (a) To all official meetings of the Student Council; and
 - (b) To all persons present at a meeting of the Student Council

2. Expulsion

- 2.1. The Chair may expel any person from the meeting, including Student Council members, for behaviour disruptive to the conduct of business.
- 2.2. A Student Council member may only be expelled after at least one warning
- 2.3. The Chair may revoke an expulsion from the meeting for disruptive behaviour if they are satisfied that the disruptive behaviour has ceased and will continue to be ceased
- 2.4. A person expelled from a meeting of the Student Council is not barred from attending subsequent meetings of the Student Council

~~3. Dissent Motions~~

- ~~3.1. A voting member of Student Council may move a motion of dissent in any ruling of the Chair regarding the conduct of a meeting.~~

~~3.2. While the Student Council considers a motion moved pursuant to Clause 3.1, the chair must be vacated and passed to another Student Council member in accordance with the Constitution~~

~~3.3. Only the mover and the Student Council Member in which dissent is called may speak on a Dissent Motion for a maximum of 2 minutes.~~

4.3. Points of Order Priority Motions

3.1. The following motions are considered priority motions:

(a) "Call for Quorum"

(i) If a Student Council member believes that quorum has not been met, the Student Council member must "Call for Quorum".

(ii) If a "Call for Quorum" is made, business is suspended until the Chair has shown that quorum has been met.

(b) "Point of Order"

(i) If a breach of these Standing Orders occurs, a Student Council member may immediately raise a "Point of Order" regarding that breach with the Chair

(ii) The Chair must make a ruling as to whether the Standing Orders are or are not being followed. If it is ruled that the Standing Orders are not being followed then the Chair must ensure that Standing Orders are followed.

(iii) The chair must allow Student Council members to briefly speak on a "Point of Order".

(c) "Point of Clarification"

(i) If a member of Student Council wishes to seek further clarification regarding current motions, discussion or application of Standing Orders they may raise a "point of clarification".

(ii) Where a "point of clarification" concerns a motion, the mover of the motion must attempt to clarify the issue raised.

(iii) Where a "point of clarification" concerns discussion, the speaker must attempt to clarify the issue raised.

(iv) Where a "point of clarification" concerns the application standing orders, the Chair must attempt to clarify the issue raised.

3.2. All priority motions must be heard immediately and take precedence over all other business.

3.3. Priority motions are not required to be seconded or voted upon.

3.4. Unless otherwise specified, priority motions are not debated.

4. Procedural Motions

4.1. The following motions are considered procedural motions:

(a) "That the motion be put" or "Go straight to a vote"

(i) It may be motioned by a member of Student Council that "the motion be put". If carried, the motion has the effect of suspending discussion on the current motion and proceeding to a vote on the motion.

(b) "That the speaker no longer be heard"

(-)(i) It may be motioned by a member of Student Council that the current speaker no longer be heard. If carried, the motion has the effect of denying the speaker's right to speak further on the tabled item.

(c) "That the motion lie" or "That the motion lay on the table"

(i) It may be motioned by a member of Student Council that the current motion lays. If the motion is carried then the current motion is temporarily suspended until the motion is raised or all other business is completed.

(ii) A motion to lay on the table may not be used to suspend a motion indefinitely or with the intention of preventing a motion from being considered.

(iii) A motion to lay on the table may only be used to delay a motion where the mover considers another motion to be of greater import and urgency.

(iv) Clarification may be sort from the mover as to their intent.

(d) "That the motion be raised"

(i) It may be motioned by a member of Student Council that the motion be raised. If the motion is carried then a motion which was previously suspended under regulation 4.1(c) is resumed.

(-)(e) ~~Dissent Motions~~ "Dissent in the Chair"

(→)(i) A voting member of Student Council may move a motion of dissent in any ruling of the Chair regarding the conduct of a meeting.

(→)(ii) While the Student Council considers a motion moved pursuant to Clause 3.1, the chair must be vacated and passed to another Student Council member in accordance with the Constitution

(iii) Only the mover and the Student Council Member in which dissent is called may speak on a Dissent Motion for a maximum of 2 minutes.

(→)(iv) If a motion of "Dissent in the Chair" is carried, the Chair is required to vacate the chair.

4.2. Procedural motions take precedence over the all business except priority motions.

4.3. All procedural motions require a mover and a seconder.

5.4.4.4. Unless otherwise specified, procedural motions are not debated.

6.5. Agenda Items

6.1.5.1. All Matters for Decision must:

- (a) be submitted in writing to the General Secretary prior to the deadline for submission of Agenda items; and
- (b) be accompanied by a written Motion as well as a description and any applicable documents.

6.2.5.2. All Matters for Discussion must;

- (a) be submitted in writing to the General Secretary in writing and be forwarded to the General Secretary to be placed in the Agenda prior to the deadline for the Agenda; and
- (b) be accompanied by a written description of the proposed discussion.

7.6. Starring and Classification

7.1.6.1. Items on the agenda for meetings shall be classified either as Starred Items, Unstarred Items, or Confidential Items, as determined by the General Secretary or the President.

7.2.6.2. A copy of the agenda for each Student Council Meeting must be tabled at the beginning of each meeting with the General Secretary's or President's classifications of items clearly noted on it.

7.3.6.3. Any Student Council Member or any two Students may request at the commencement of a meeting for an item classified as unstarred to be starred

7.4.6.4. A Student Council member may put a motion “that all unstarred items are approved”. If such a motion is carried, all Matters for Decision, Matters for Discussion and Matters to Note, that were unstarred, will be deemed to have been considered, put to the vote as provided in Clause 11 of these regulations, and passed.

7.5.6.5. Recommendations contained in Reports, however, will not be adopted by the Student Council unless a specific motion on the subject matter of the recommendation has been carried under Matters for Decision.

8.7. Commencement of the Meeting

8.1.7.1. Meetings shall, subject to the presence of a quorum, start at the time set in the notice

8.2.7.2. If no quorum is present within 30 minutes of the starting time set in the notice, the meeting lapses.

- (a) If a meeting lapses, then all business on the agenda of the lapsed meeting must be included on the agenda of the next meeting and must take precedence over any new business

9.8. Visitors

9.1.8.1. Official Visitors to meetings may be afforded speaking rights by the Chair or by a motion of Student Council.

9.2.8.2. Visitors may be afforded speaking rights by a motion of Student Council

10.9. Motions and Amendments

10.1.9.1. Motions must be moved and seconded to be considered. The mover of a substantive motion may, however, speak for one minute before a seconder is required.

10.2.9.2. Amendments must relate to the tabled motion

10.3.9.3. Amendments must be considered in the order which they are received by the Chair.

10.4.9.4. Where an amendment is before the Chair, only discussion relevant to that particular amendment will be allowed

~~10.5.9.5.~~ Amendments must be dealt with by the Student Council when moved. An amendment to a motion, however, shall not be considered by Student Council until the mover of that motion has exercised their right to introduce it.

~~10.6.9.6.~~ A motion may be amended either by resolution of the Student Council, or by the mover with the consent of the seconder.

~~10.7.9.7.~~ An amended motion will be treated as the original motion.

~~11.10.~~ Foreshadowed Motions

~~11.1.10.1.~~ Where a motion is moved that is contradictory in meaning or intent to the motion tabled, it must be dealt with as a 'foreshadowed motion.'

~~11.2.10.2.~~ For the purposes of this Clause the first tabled motion will be called the substantive motion.

~~11.3.10.3.~~ The substantive motion and the foreshadowed motion must be debated together.

~~11.4.10.4.~~ The substantive motion and the foreshadowed motion must be put to the vote at the conclusion of the debate.

~~11.5.10.5.~~ The mover of the foreshadowed motion may exercise their right of reply in the order in which the Foreshadowed motion was moved.

~~11.6.10.6.~~ The mover of the substantive motion may exercise their right of reply only after the mover of the foreshadowed motion has exercised their right of reply.

~~11.7.10.7.~~ The Chair must only put the foreshadowed motion to the vote if the substantive motion is lost.

~~11.8.10.8.~~ The Chair must put foreshadowed motions to the vote in the order in which they were moved.

~~12.11.~~ Debate

~~12.1.11.1.~~ Except by procedural resolution to the contrary, speakers must not speak for more than three minutes.

~~12.2.11.2.~~ The mover of a motion or an amendment will introduce their motion or amendment.

~~12.3.11.3.~~ A person wishing to speak will indicate that they wish to speak by raising their hand.

~~12.4.11.4.~~ The Chair must take an exhaustive list of speakers after a motion or amendment has been introduced. The exhaustive list must be strictly adhered to.

~~12.5-11.5.~~ No person may speak more than twice to any particular motion or amendment.

~~12.6-11.6.~~ The mover has a right of reply.

~~12.7-11.7.~~ Where two consecutive speakers have spoken either in favour or against a motion the Chair will invite the mover to exercise their right of reply, after which the Chair must put that motion or amendment to the vote. Where, in the opinion of the Chair, a motion is one of censure or no confidence the Chair must allow the person(s) against whom the motion is moved to speak after the mover's right of reply and before the vote is taken.

~~12.8-11.8.~~ After the mover of a motion has exercised their right of reply the Chair shall put the motion to the vote.

~~12.9-11.9.~~ If further discussion is required, a motion to suspend the Debate Standing Orders may be put, this motion has the effect of suspending all matters contained in Clause 11.

~~12.10-11.10. It may be motioned by a member of Student Council that the current speaker no longer be heard. The motion has the effect of denying the speaker's right to speak further on the tabled item.~~

~~13-12.~~ Withdrawal of Motions

~~13.1-12.1.~~ The mover of a motion or amendment may withdraw his or her motion or amendment at any time before it is put to a vote. In this occurrence, the seconder of that motion or amendment will then have the first option of taking up moving of that motion or amendment.

~~14-13.~~ The Vote

~~14.1-13.1.~~ The Chair may accept motions to which there is no dissent as carried without putting them to a vote. If a Student Council Member expresses dissent, the motion must then be put to a vote.

~~14.2-13.2.~~ The Chair must read the motion or amendment aloud before it is put to the vote.

~~14.3-13.3.~~ Where there is a foreshadowed motion the Chair must also read the foreshadowed motion aloud before putting the substantive motion to the vote.

~~14.4-13.4.~~ The Chair must separately call for:

- (a) Those Student Council Members in favour of the motion;
- (b) Those Student Council Members against the motion;

(c) Those Student Council Members abstaining from the vote

(i) The Chair must then declare the result of the vote.

~~14.5.~~13.5. A Student Council Member may request a recount upon the vote being declared. Student Council Members are not required to vote as they did on the previous count.

~~14.6.~~13.6. The Chair or any three Student Council members may call for a Poll before the vote on that motion or amendment is taken.

~~14.7.~~13.7. A Student Council Member may request that the nature of his or her vote on the motion or amendment be recorded in the Minutes immediately upon the declaration of the result.

~~15.~~14. Duration of Meetings

~~15.1.~~14.1. No Student Council meeting may be longer than five hours in duration. The Chair must close a meeting of the Student Council when five hours have elapsed from the start of that particular meeting. If all the business on the agenda for consideration at that meeting has not been considered after five hours have elapsed and the meeting is closed, a Special Student Council Meeting to be convened on another day within a fortnight of the original meeting, to consider the remaining business and any other business that may have arisen in the intervening period.

~~15.2.~~14.2. Absence at a Special Student Council Meeting held in accordance with 14.1 shall be not considered an absence for the purposes of Clause 15.1 e) of the Constitution.

~~16.~~15. Suspension of Standing Orders

~~16.1.~~15.1. The effect of any of these Rules concerning the Standing Orders of Student Council may be suspended by a Resolution supported by at least two-thirds of those Student Council Members present and voting.

~~16.2.~~15.2. A Suspension of Standing Orders shall not affect the rights or duties of the Chair, the manner in which votes are determined or the right of any Student Council Member to move ~~dissent in the ruling of the Chair as Chair of the Meeting~~ [priority or procedural motion](#).

~~17.~~16. Situations Not Considered

~~17.1.~~16.1. Subject to Clause 16.2, if a situation arises which is not covered by these Standing Orders, the Chair must act as they see fit provided that they act fairly and their actions do not bring the conduct of the Meeting into disrepute.



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17.2.16.2. A decision made in accordance with Clause 16.1 may be overturned by a [Resolution of at least two-thirds majority vote](#) of those Student Council Members present ~~and voting~~

FUSA Election Regulations

As ratified 07/05/2013

1 Preamble

The Student Council has established the Regulations contained herein to provide for the conduct of elections and referenda.

2 Definitions

In these regulations, unless some other meaning is clearly intended:

“**Academic day**” means a means a day on which University classes are normally scheduled, during a standard University semester, and which is not a Saturday, Sunday or public holiday;

“**Association**” means the association known as “Flinders University Student Association”;

“**Droop formula**” means the formula first published in 1868 by mathematician and lawyer, Henry R Droop as used for all single transferable vote (STV) systems in Australia with reference to the method of calculating the quota;

“**Inappropriate**” means behaviour that includes but is not limited to being misleading, offensive, deceptive, discriminatory or defamatory;

“**Constitution**” means the Constitution of the Association as approved by University Council;

“**International student**” is an enrolled student who is studying at a campus located within Australia and holds a temporary entry visa or otherwise deemed to be an international student by the University;

“**Manager, Student Engagement**” is the person employed by the University responsible for ensuring open and effective communication and liaison between the University, the Association and students;

“**Offensive material**” means defamatory material or material that discriminates on the basis of a person’s age, sex, sexuality, race, chosen gender or other personal characteristic under the terms of the South Australian Equal Opportunity Act;

“**Postgraduate student**” is a student who is enrolled in a course of study defined by the University as a postgraduate award;

“**Returning Officer**” means a person or organisation engaged by the Student Council to conduct elections;

“**Student**” means any enrolled student of the University, whether that person is enrolled as a full time, part time or external student;

“**Student Council**” is the governing body of the Association;

“**quota**” means the number of votes a candidate needs to be certain of election, calculated using the formula:

$$\frac{\text{total number of formal votes}}{(\text{number of candidates to be elected} + 1)} + 1 \text{ (disregarding any remainder)}$$

For example, if there were a total of 10 000 formal votes and 4 candidates to be elected, the quota would be:

$$\frac{10\,000}{(4 + 1)} + 1 = 2001$$

3 Principles

- 3.1 In accordance with Section 16 of the Constitution, all elections must be by conducted by secret ballot and must use optional preferential voting.
- 3.2 Only the ballots of valid voters will be included in the count, and each voter will be entitled to vote once only.
- 3.3 The vote counting system will be auditable.
- 3.4 The security of the vote counting system and the privacy of each voter in lodging a vote will be protected by appropriate protocols and procedures.

4 Election of Office Bearers, Student Council officers and ordinary members of the Student Council

- 4.1 An ordinary election to fill the positions of office-bearers of the Association, Student Council officers and ordinary members of the Student Council shall be held between 1 August to 15 October of each year.
- 4.2 A person elected at an ordinary election shall hold office until the expiry date for his or her term of office, as specified in the Constitution.
- 4.3 Casual vacancies will be filled in accordance with the Constitution.
- 4.4 If at any election one or more positions are unfilled, the Returning Officer shall inform the Student Council and the Student Council shall treat the unfilled positions as vacancies to be filled in accordance with Clause 4.3 of this Regulation.

~~5. Election of Standing Committee members~~

~~5.1 An ordinary election to fill the positions of voting members of the following Standing Committees of the Association shall be held between 1 August to 15 October of each year:~~

- ~~a) the Postgraduate Students Sub-Committee;~~
- ~~b) the International Students Sub-Committee;~~
- ~~c) the External and Regional Student Sub-Committee;~~
- ~~d) the Environmental Sub-Committee.~~

~~5.2 For the election of members of the External and Regional Student Sub-Committee, two positions will be available for students enrolled exclusively in external topics, two positions will be available for students enrolled in topics delivered at a regional or interstate location, and at least one position will be available to students enrolled either~~

~~exclusively in external topics or enrolled in topics delivered at a regional or interstate location.~~

~~5.3 — A person elected as a voting member of a Standing Committee shall hold office from 1 January to 31 December of the following year.~~

~~5.4 — A casual vacancy will occur in a position of a member of a Standing Committee where the person:~~

- ~~a) — ceases to be a student;~~
- ~~b) — ceases to be a member of the Association;~~
- ~~c) — is absent without leave of absence for three (3) meetings~~
- ~~d) — resigns from their position by notice in writing to the Association.~~

~~5.5 — If a casual vacancy occurs in a position of a member of a Standing Committee, the relevant Standing Committee may elect a student who would be eligible to stand for the position in accordance with the Constitution and the Regulations~~

6. Eligibility of candidates

Any enrolled Flinders Student is eligible to be a candidate for election to the Student Council or a standing committee of the Association, except:

- 6.1 Only women students are eligible to be a candidate for the position of Women's Officer;
- 6.2 Only Gay, Lesbian, Bisexual, Transgender, Transsexual, Intersex or Queer identifying students are eligible to be candidates for the position of Queer Officer;
- 6.3 Only Aboriginal/Torres Strait Islander identifying students are eligible to be a candidate for the position of Indigenous Students Officer;
- 6.4 Only international students are eligible to be a candidate for the position of International Students Officer; ~~or the position of member of the International Students Sub-Committee;~~

6.5 Only postgraduate students are eligible to be a candidate for the position of Postgraduate Students Officer. ~~or the position of member of the Postgraduate Students Sub-Committee.~~

~~6.6 Only students enrolled exclusively in external topics or enrolled in topics delivered at a regional or interstate location are eligible to be a candidate for the position of member of the External and Regional Student Sub-Committee.~~

7 Appointment of Returning Officer, Assistant Returning Officers and Scrutineers

7.1 The Returning Officer must be appointed no later than the first academic day in the week ten weeks before the Annual Elections, or as soon as practicable before a by-election or referendum not held in conjunction with the Annual Elections.

7.2 Each election shall be conducted by a Returning Officer who shall be the Manager, Student Engagement. If the Manager, Student Engagement is not available to undertake the role of Returning Officer, the Student Council shall appoint a Returning Officer for the election or referendum. The Returning Officer shall not be a candidate for election, nor shall he or she be eligible to nominate or second a candidate for election or be entitled to vote.

7.3 The Returning Officer may appoint such other Assistant Returning Officers as he or she sees fit to conduct any aspect of this election process on his or her behalf. Assistant Returning Officers shall not be candidates for election, nor shall he or she be eligible to nominate or second a candidate for election or be entitled to vote.

7.4 For each election, the Returning Officer shall appoint at least two scrutineers who are students and are not candidates for election.

8 Conduct of the Ballot

8.1 For the purpose of elections a ballot will normally be conducted electronically using a computer software package approved by the Student Council.

8.2 The electronic election system will use a computer program that transfers individual votes into a count or election tally. The characteristics of the electronic system and the methodology to be adopted will be as follows:

- each voter must express a first preference to cast a formal vote;
- duplicate preferences and preferences following interruption in the sequence of a ranking will be deemed informal;

- a quota will be calculated as required for proportional representation using the Droop formula;
- surplus votes of elected candidates will be transferred according to a voter's optional preferences;
- the value of surplus votes will be calculated with each vote having a fractional value;
- the remaining candidate with the lowest number of votes will be eliminated and the votes will be re-distributed according to voter preferences;
- a tie will be broken by random selection by the computer.

8.3 If it is not practicable to conduct an electronic election for any given election, for that election the ballot will be conducted using a manual election process consistent with Clause 8.2

9 Election Web Site and election material

- 9.1 Under the supervision of the Returning Officer, an election web site will be constructed and managed by the responsible officer in the Information Technology Services, to provide information to voters and to operate as a 'virtual polling booth'.
- 9.2 The election web site will provide voters with access to nomination forms, candidate statements, electronic ballot forms and instructions on how to cast a vote.
- 9.3 The Returning Officer will be responsible for authorising all information relating to the election that is to be posted on the web site or emailed to voters, including the nomination form, the closing date for nominations, the names of candidates, the statements of candidates, and voting instructions.
- 9.4 It is mandatory to submit a candidate statement, which is limited to 300 words. This must be submitted to the Returning Officer via email at least 48 hours before the opening of the election.
- 9.5 All election material, including but not limited to leaflets, posters, t-shirts, websites (including social media pages) to be utilised by candidates or teams of candidates must be submitted to the Returning Officer for authorisation. The Returning Officer may, at their discretion, decline to authorise any election material if in the opinion of the Returning Officer it is inappropriate.
- 9.6 Election material must be submitted to the Returning Officer at least 48 hours before the opening of the election. After 48 hours only alterations of previously approved material are allowed to be re-submitted.

- 9.7 Any candidate or team of candidates that publishes, displays or distributes any inappropriate material will be required to remove the material in question by the Returning Officer and issue a retraction if appropriate. Any candidate or team of candidates that is found to breach this may receive a warning or be immediately disqualified.
- 9.8 No candidate or team of candidates is to engage in coercion or intimidation of voters.
- 9.9 Display of materials, excluding banners, are not permitted unless they are on the concrete bollards on the plaza or on general notice boards. Banner location must be approved by the Returning Officer.
- 9.10 Display or distribution of election material is not allowed in any computer labs, tutorial rooms, lecture theatres, the library or any eating or drinking areas.
- 9.11 Candidates are not allowed to offer food, beverage or other items outside of approved promotional material to students as part of their campaign.
- 9.12 Candidates or Teams of candidates are not allowed to use the Association's resources, including but not limited to photocopiers and stationery for electoral campaigning.
- 9.13 The use of mailing lists obtained through the Association, Clubs or Societies or Student Representative Networks is not permitted for distributing election material or promotion.

10 Election Procedure

- 10.1 The Returning Officer will determine the eligibility of voters, candidates, nominators and seconders in accordance with the University's official student records. The Returning Officer's ruling on such eligibility will be final.
- 10.2 The Returning Officer will request that an electronic electoral roll for the relevant electorate be generated from the Student Records System, together with an email address for each individual on the electoral roll.
- 10.3 The Returning Officer will, not less than twenty-eight calendar days before any election, notify each student of the election and invite nominations, normally by way of an email notification to all members of the electorate.
- 10.4 Nominations for election will be lodged with the Returning Officer by a time to be nominated by the Returning Officer on the fourteenth calendar day after the opening of nominations. Each nomination must be in writing on paper from an eligible student giving his or her signed consent to the nomination, and bearing the signature of a nominator and a seconder who must also be students.

- 10.5 If upon the closing of nominations the number of candidates does not exceed the number of positions to be filled, the Returning Officer will declare such candidate or candidates elected. If the number of candidates exceeds the number of positions to be filled, the Returning Officer will arrange for electronic notification to be sent to each student, and electronic access to be given to:
- a ballot form;
 - instructions concerning the method of voting and the return of the ballot using the electronic voting procedure.
- 10.6 For each election, the order of the candidates' names appearing on the ballot form shall be determined by random selection, under the supervision of the Returning Officer and in the presence of the scrutineers.
- 10.7 Each student who wishes to record a vote shall lodge his or her ballot form before the close of elections, in accordance with the electronic lodgement process instructions provided to voters.
- 10.8 Voting shall be open for a period of at least three (3) academic days.
- 10.9 In accordance with Section 19 of the Constitution, where a referendum is being conducted at the same time as an election, the Returning Office must ensure that at least ten (10) academic days notice of the dates and times of voting for the referendum and the question or questions to be put are given to students.

11. **Electronic Vote Counting**

- 11.1 At each election, votes shall be counted electronically by computer. The scrutineers will be provided with information about the electronic counting process and will be informed of the outcome of the count.
- 11.2 Only the ballots of valid voters will be included in the count. Voter validation will be achieved by using two personal identifiers (e.g. - his or her allocated student number and email address) to log into the voting site.
- 11.3 Each voter may vote once only. Voters must place the number 1 against a candidate's name to cast a formal vote, and may list the other candidates in order of preference. Voters may cast an informal vote if they wish to, but to ensure that this is not done unwittingly, they will be alerted when they create a ballot that will be informal.
- 11.4 A computer file will directly record the vote and it will not be possible to link the voter to the vote. Votes will be recorded in the file in order of polling in accordance with the code

so as to show all selections made. Following validation of the voter, identifying information will automatically be removed from the cast ballot to ensure voter anonymity and privacy. Once a voter logs off the web site the ballot will be permanently cast and cannot be altered.

- 11.5 Prior to the poll closing, the Returning Officer may authorise the addition to the electoral roll of the name of an eligible voter, who for technical or other reasons, was not included in the roll or was unable to vote on the web site. No postal ballots will be provided for.
- 11.6 After the poll closes, the ballot file will be subjected to the tally program, under the supervision of a responsible officer from the Information Technology Services. There will be no manual entry of data from one file to another.
- 11.7 In the event that polling is interrupted by a temporary breakdown or temporary unavailability of the server, there will be no extension of the polling period, except if the interruption occurs on the final day. In the latter event, the polling period will be extended to 6.00 pm on the next academic day. Where a serious breakdown occurs, the Returning Officer will seek from the Student Council approval to arrange for the whole or part of the election process to be run again either electronically or manually.
- 11.8 The system will be auditable and will be subject, as appropriate, to scrutiny by the Returning Officer and scrutineers.
- 11.9 At the request of the Returning Officer, hard copy reports will be produced at each step in the electronic voting process to enable the Returning Officer and scrutineers to monitor the accuracy of the roll, the balloting data and the count, and to enable the reports to be reconciled to ensure that all ballots are accounted for.

12 Election Results

- 12.1 At the completion of the tally, the tally reports will be forwarded to the Returning Officer, who will review the reports and then declare the result of the election.
- 12.2 As soon as possible after the counting of votes has been completed the Returning Officer shall declare and notify students of the result of the election.
- 12.3 The Returning Officer shall also inform the candidates of the result of the election, and on request, will inform each candidate in confidence of the number of votes cast for each candidate in the election.



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Note: These election regulations are based on the Flinders University's Election Policy and Regulations available at: <http://www.flinders.edu.au/ppmanual/governance/election.cfm>

Student Council Standing Committees

Flinders University Student Association, As Approved 13/08/2012

1. Initial Standing Committees

- 1.1. In addition to the Executive Committee, the initial standing committees of the Association are:
- (a) the Student Representative Network;
 - (b) the Postgraduate Students Sub-Committee;
 - (c) the International Students Sub-Committee;
 - (d) the External and Regional Student Sub-Committee;
 - (e) the Clubs and Societies Sub-Committee;
 - (f) the Environmental Sub-Committee.

2. Student Representative Network

- 2.1. The Student Representative network shall provide advice to the Student Council on matters and issues raised by student representatives elected or appointed to School, Faculty and Central University committees and consultative groups.
- 2.2. The members of the Student Representative Network are:
- (a) the Education Officer (chair); and
 - (b) all student representatives on University committees

3. Postgraduate Students Sub-Committee

- 3.1. The Postgraduate Students Sub-Committee shall seek to provide representation of and support for Postgraduate students and provide advice to the Student Council, through the Postgraduate Students Officer, of the needs of Postgraduate students. Only
- 3.2. The members of the Postgraduate Students Sub-Committee are:
- (a) the Postgraduate Students Officer (chair); and
 - (b) at least five (5) postgraduate students

~~3.1.3.3.~~ [Only postgraduate students are eligible to be members of the Postgraduate Students Sub-Committee.](#)

4. International Students Sub-Committee

- 4.1. The International Students Sub-Committee shall seek to provide representation of and support for International students and provide advice to the Student Council, through the International Students Officer, of the needs of International students.

4.1.4.2. The members of the International Students Sub-Committee are:

- (a) the International Students Officer (chair); and
- ~~(a)~~(b) at least five (5) international students.

5. External and Regional Sub-Committee

5.1. The External and Regional Sub-Committee shall seek to provide representation of and support for external and regional students and provide advice to the Student Council on the needs of external and regional students.

~~5.1.5.2.~~ The members of the External and Regional Sub-Committee are:

- (a) the Welfare Officer (chair);
- ~~(a)~~(b) at least five external or regional students, which must include at least two students enrolled exclusively in external topics and at least two students enrolled in topics delivered at a regional or interstate location.

5.3. The External and Regional Sub-Committee shall consist of at least:

- (a) two students enrolled exclusively in external topics; and,
- (b) two students enrolled in topics delivered at a regional or interstate location.

6. The Clubs and Societies Sub-Committee

6.1. The Clubs and Societies Sub-Committee shall provide advice to the Student Council on policy regulating the affiliation and other affairs of affiliated clubs and societies.

~~6.1.6.2.~~ The members of the Clubs and Societies Sub-committee are:

- (a) the General Secretary (chair); and
- ~~(a)~~(b) one (1) representative nominated by each affiliated club or society.

7. The Environment Sub-Committee

7.1. The Environment Sub-Committee shall provide advice to the Student Council, through the Environment Officer, on campaigns on environmental issues and matters.

~~7.1.7.2.~~ The members of the Environment Sub-committee are:

- (a) the Environment Officer (chair); and
- ~~(a)~~(b) at least five (5) students, who are interested in environmental issues.

8. First Year Sub-Committee

8.1. The first year sub-committee shall provide advice to the Student Council on all issues pertaining to students who identify as first-year students.

~~8.1.8.2.~~ The members of the First Year Sub-committee are:

- (a) the General Secretary (Chair);
- ~~(a)~~(b) a maximum of twenty (20) students who are:
 - (i) within their first year of studies at Flinders University; and,
 - (ii) appointed by the Student Council

9. Accessibility Sub-Committee

9.1. The Accessibility Sub-Committee shall provide advice to Student Council, through the Accessibility Officer, regarding accessibility at Flinders University

9.2. The members of the Accessibility Sub-Committee are:

- (a) the Accessibility Officer (chair);
- (b) at least five students, who are interested in accessibility issues

9.3. The Accessibility Sub-Committee will:

- (a) ensure that the University is held accountable for all accessibility issues on campus for example:
 - (i) Request a review of the University's accessibility audit
 - (ii) Request the list of priorities for capital projects related to accessibility.
 - (iii) Review the University's system for reporting access barriers.
 - (iv) Review what accessibility access considerations have been taken into account with regards to new university construction projects.
- (b) release an annual Accessibility Report in response to the Committee's accessibility investigations which will be tabled at a Student Council meeting along with any recommendations.

Clubs and Societies Regulations

As ratified on XX/XX/201302/04/2013

Contents

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19. Room & Facility Bookings
20. Access to Storage
21. Winding up
22. Assets
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1. Definitions

‘Academic ~~Year~~ ~~Day~~’ means any time between the first academic day in Semester 1 of a year to the last academic day of Semester 2 of that year as specified by Flinders University. ~~which lectures are normally scheduled~~

‘Asset’ means future economic benefits controlled by the entity as a result of past transactions or other past events.

‘Association’ means Flinders University Student Association.

‘Club’ means any club, society, association or other body or group of students who work together on a common aim or interest.

‘General Secretary’ means the General Secretary of Flinders University Student Association

‘Minor breach’ is a breach of the requirements of a club which is the result of error and has no major impact on any member of the club, the Association, the University or any third party.

‘Major breach’ means any breach of the requirements of a club which is not considered a minor breach.

‘Student Council’ means the governing body of the Association.

‘Support’ means assistance provided to a political party and could take the form of providing financial assistance to the party, organising volunteer labour, paying membership and affiliation fees and giving gifts or gifts in-kind. ~~in-kind.~~

‘Winding Up’ means when a club ceases to function as per the constitution it affiliated to the Association with. This includes when a club ceases to exist, or continues to exist without affiliation to the Association.

‘University’ means Flinders University of South Australia.

2.2. Affiliation of Clubs and Societies

2.2.1. Clubs may apply to affiliate as:

2.2.1(a) Non-Financial Affiliate (Level 1)

2.2.1(b) Financial Affiliate (Level 2)

2.2.2. The definition of a Non-Financial Affiliated club will be a club that has access to services and resources that are provided through the Association, and is not eligible to apply for grants from the Association. Non-Financial Affiliation is recommended for clubs that:

2.2.2(a) Have restrictions on membership numbers

~~2.2.2(b)~~ Have selective or closed membership

~~2.2.3(c)~~ Have a membership that comprises less than ~~66%~~^{51%} current Flinders University students

~~2.3 The services and resources that Non-Financial Affiliated clubs can access is at the discretion of the Association, and in compliance with the requirements under the Higher Education Support Act 2003. Services/resources that have been funded through the Student Services and Amenities Fee cannot be used by any club or society to support: _____~~

~~_____ (a) a political party; or~~

~~_____ (b) the election of a person as a member of:~~

~~_____ (i) the legislature of the Commonwealth, a State or a Territory; or~~

~~_____ (ii) a local government body.)~~

~~2.4.2.3.~~ The definition of a Financially Affiliated club will be the same as a non-financially affiliated club as defined in 2.2 of these regulations, except they will be eligible to apply for grants in accordance with Clause 9 of these regulations. Financial Affiliation is restricted to clubs that:

~~2.4.1(a)~~ Have no restrictions on membership

~~2.4.2(b)~~ No membership criteria beyond aligning to a club's objectives

~~2.4. _____ The services and resources that clubs can access is at the discretion of the Association, and must be in compliance with the requirements under the Higher Education Support Act 2003. Services/resources that have been funded through the Student Services and Amenities Fee cannot be used by any club to support: _____~~

~~(a) _____ a political party; or~~

~~(b) _____ the election of a person as a member of:~~

~~(i) _____ the legislature of the Commonwealth, a State or a Territory; or~~

~~(ii) _____ a local government body.~~

~~2.5.2.5.~~ The Association must accept for consideration an application for affiliation of a club ~~or~~ society

~~2.6~~2.7.6. An Application for affiliation shall be submitted in the first instance to the General Secretary

~~2.7~~2.8.7. An Application for affiliation must contain a copy of:

~~2.7.1~~2.8.1(a) Constitution

~~2.7.2~~2.8.2(b) Minutes of the Inaugural General Meeting

~~2.7.3~~2.8.3(c) Club membership list specifying the executive

~~2.7.4~~2.8.4(d) Affiliation Application Form

~~2.7.5~~2.8.5(e) Any other documentation as directed by the Association

~~2.8~~2.9. Clubs applying for status as Financial Affiliation must show proof of the existence of an operative bank account

~~2.9~~2.10. The Association may choose to affiliate or not affiliate, or grant provisional affiliation on the basis of required amendments to the club's constitution. The Association may ~~not~~ choose to affiliate the club at a ~~lower~~different level of Affiliation.

~~2.10~~2.11 Upon unsuccessful application for affiliation, the club may submit an appeal to the Executive of the Association

~~2.11~~2.12 The decision of the Executive shall be final

~~3~~4 Breaches of Regulations

~~3.1~~4.1 The Association may move a motion to terminate affiliation of a club if:

~~3.1.1~~4.1.1 the club breaches its own constitution

~~3.1.2~~4.1.2 the club breaches the clubs and societies regulations

~~3.1.3~~4.1.3 the club uses money for any reason not in accordance with the Clubs and Societies Regulations, or grant procedures outline by the Association.

~~3.2~~4.2 The Association may choose to reduce a club's affiliation level from Financially Affiliated to Non Financially Affiliated as a warning if:

~~3.2.1~~4.2.1 the club breaches its own constitution

~~3.2.2~~4.2.2 the club breaches the clubs and societies regulations

~~3.2.3~~4.2.3 the club uses money for an improper purpose

~~43~~43. Minimum requirements for Financially Affiliated clubs

4.13.1. Each Financially Affiliated club shall have: ~~a:~~

(a) A name

(b) A constitution

4.1.1 A clearly Name

4.1.2 Constitution

4.1.3 (c) Clearly defined interest, activity and aims

4.1.4 (d) At least ten current Flinders University students as members

4.1.5 (e) No less than 66%~~51%~~ current Flinders University students as members

4.1.6 (f) Two or more signatures on any bank account held by the Club who are current
Flinders University students.

4.1.7 (g) An office bearer which shall be the club's delegate to a Clubs and Societies sub-committee meeting, and who is a current Flinders University student

(h) Comply with the regulations, requirements and requests of the Association

(i) Comply with the objectives and aims of the Association

3.2. 4.2 The term of office shall be from one Annual General Meeting to the next

3.3. 4.3 Upon a vacancy of an office bearer position, a Special General Meeting shall be held to fill the vacancy

3.4. 4.4 A minimum of 60% of office bearers shall be current Flinders University Students

3.5. 4.5 The President or equivalent shall be a current Flinders University student.

54. Minimum requirements for Non-Financially Affiliated clubs

5.14.1. Each Non-Financially Affiliated club shall have a:

5.1.1 (a) Name

5.1.2 (b) Constitution

5.1.3 (c) Clearly defined interest, activity and aims

5.1.4 (d) At least five current Flinders students as members

5.1.5 (e) An office bearer which shall be the club's delegate to a Clubs and Societies sub-committee meeting, and who is a current Flinders University student

4.2. ~~5-2~~ The length of a term of each office bearer shall be one year.

4.3. ~~5-3~~ The term of office shall be from one Annual General Meeting to the next

4.4. ~~5-4~~ Upon a vacancy of an office bearer position, a Special General Meeting shall be held to fill the vacancy

5. Changing Affiliation Status

5.1. ~~Clubs that are affiliated as Non-Financial may apply to become Financially Affiliated at any time by affiliating as per these regulations.~~

5.2. ~~Clubs that are affiliated as Financial may apply to become Non-Financially Affiliated at any time notifying the Executive of the Association in writing. This notice must contain:~~

- (a) Date the notice was written
- (b) A reason why the club wishes to become Non-Financially Affiliated
- (c) The signatures of the President or equivalent, and one other Office Bearer, usually the Secretary

5.3. ~~The change from Financially Affiliated to Non-Financially Affiliated will happen as per the date the notice is accepted by the Executive of the Association and upon being accepted:~~

- (a) Any grant money owed to the club will be forfeit
- (b) The Club will not be eligible to re-affiliate or change affiliation level for six months

6. Renewal of affiliation

6.1. ~~Affiliation to FUSA lasts for a period of whichever is lesser:~~

- (a) From one AGM of the affiliated club to the next AGM
- (b) One year and six months

6.2. ~~Where a club is renewing affiliation at their current level of affiliation, it is required that clubs submit, within two weeks, an application for renewal of affiliation with a copy of:~~

- (a) AGM minutes confirming renewal of affiliation
- (b) An updated membership list,
- (c) Updated executive contacts

- (d) Reports submitted at the AGM by the President/Convener, Treasurer, Secretary and Vice-President.
- (e) Evidence that the club has had at least two club events for members over the course of the last year.
- (f) Financial reports detailing expenditure and income for the period between the last two AGMs.

6.3. Renewal of affiliation may be rejected by the Association if the Association does not consider the requirements of affiliation to have been met.

7. Clubs names and objectives

7.1. A club must not have a name which is not easily distinguishable from another club.

7.2. Clubs with similar objectives to an existing club may be refused affiliation to FUSA on that ground.

7.3. A club must not have a name that does not reflect its aims.

8. Faculty/Department-based Clubs

8.1. A faculty or department based club is a club which operates for the representation, assistance or enjoyment of the students in one or more faculties or departments of the University.

8.2. The following regulations apply to faculty or department based clubs only:

- (a) Contrary to regulation 2.3(a), membership may be restricted to current and previous students in the relevant faculty or department.
- (b) A member of the club must be assigned the role of Education Officer.
- (c) The Education Officer must attend Student Representative Network meetings.
- (d) The contact details of the Education Officer must be given to the Education Officer of the Association within two weeks of their appointment.

9. Required Provisions of Club Constitutions

- (a) This provision comes in to effect for all clubs affiliating for the first time prior to Tuesday 3rd December 2013. For all other clubs this provision comes into effect on 3rd December 2014.

9.2. A financially affiliated club's constitution must contain:

- (a) The name of the club;
(b) The aims and objectives of the club;
(c) A provision for an Annual General Meeting in line with Regulation 12;
~~6~~(d) A provision for General Meetings in line with Regulation 11;
(e) A provision for amending the constitution;
(f) A provision for expulsion of members consistent with these Regulations;
(g) A provision that the club is not for profit;
(h) A provision for Office Bearers of the club in line with Regulation 13;
(i) A provision for winding-up consistent with Regulation 21;
(j) In the case of Faculty/Departmental Clubs, provision for establishing an education officer in line with Regulation 8.2; and,
(k) A provision outlining requirements of reaffiliation in line with Regulation 6.

10. Alterations to Constitutions

10.1. Alterations to a Club's Constitution must be approved by the Association.

10.2. Alterations must be submitted to the General Secretary prior to their approval by the club or within two weeks of their approval by the club.

11. General Meetings

11.1. General Meetings may be convened at the request five members, or 10% of the total membership of the club, whichever is the higher amount.

~~6-1~~11.2. General Meetings shall be convened for the following purposes:-

~~6-1-1~~(a) Removal of office bearers

~~6-1-2~~(b) To make changesChanges to the constitution of the affiliated club

~~6.1.3(c)~~ To direct the Association delegate in their representation at Clubs and Societies sub-committee meetings on matters of importance as the club ~~or society~~ may determine

~~(d)~~ To overturn any decisions made byAt the executive~~request five members, or 10%~~ of the Club.

~~6.1.4(e)~~ The expulsion of a member or member~~total membership~~ of the club in accordance with regulation 15,~~whichever is the higher amount.~~

~~11.3.~~ 6.2 Notice of a General Meeting shall be given to the members of the club and the General Secretary of the Association at least a week~~five academic days~~ before the set date.

~~11.4.~~ 6.3 A designated office bearer, normally the Secretary, shall be responsible for calling General Meetings.

~~11.5.~~ The General Secretary may attend any General Meeting of an affiliated Club.

~~11.6.~~ Any decision of a General Meeting may overturn any committee decision of the club.

~~6.4~~ The Association shall be informed of the date, time and venue of the General Meeting. The Association shall seek to have a member of the Association present at the meeting where possible.

~~7~~12. **Annual General Meetings**

~~7.1~~12.1. Annual General Meetings shall be convened for the following reasons:-

~~7.1.1(a)~~ To receive financial statements

~~(b)~~ To receive annual reports of office bearers

~~7.1.2(c)~~ To fairly and democratically~~To~~ elect office bearers

~~7.1.3(d)~~ To elect an office bearer to be a delegate on the Clubs and Societies Sub-Committee

~~(e)~~ To make changes to the constitution of the club.

~~12.2.~~ 7.2 Each affiliated club shall hold its Annual General Meeting before the deadline set down in its constitution.

~~7.3~~ At least one member of the Association shall be present at the club's AGM, where possible

12.3. ~~7.4~~ Notice of an Annual General Meeting shall be given to the members of the club and the General Secretary of the Association at least a week ~~ten academic days~~ before the set date.

12.4. ~~7.5~~ The General Secretary may attend any AGM of an affiliated Club ~~the Association~~ shall ensure notice of the AGM is placed on the Association's website at least 5 days prior to the AGM

12.5. ~~7.6~~ Each affiliated club shall hold its AGM during the ~~on an~~ Academic Year ~~Day~~.

12.6. ~~7.7~~ Within 14 days of holding its AGM, each affiliated club shall provide the required documents for reaffiliation as outlined in X.X ~~minutes of the meeting, an up to date Constitution, names and contact details of the newly elected office bearers, and name and contact details of the Clubs and Societies Sub-Committee delegate to the Association~~

12.7. ~~7.8~~ Quorum at AGM shall be 30% ~~51%~~ of total membership or 10 members, whichever is lesser.

12.8. ~~7.9~~ Failure to reach quorum after 60 minutes after the scheduled start of meeting will result in the AGM being cancelled.

13. Office Bearers

13.1. Each club should have a president, treasurer and secretary or equivalents.

(a) The duties of the President include:

- (i) Co-ordination of club activities
- (ii) Being chief spokesperson for the club; and
- (iii) Chairing general and Executive meetings.
- (iv) Acting as a signatory for the club's budget
- (v) Assisting, advising, and supporting all members of the club

(b) The duties of the Secretary include:

- (i) The maintenance of a register of members consisting of name, student ID number, FAN and date of payment of membership fee, if applicable.

- (ii) The production of meeting minutes
- (iii) The submission of documents for renewal of affiliation as required in regulation D.D
- (c) The duties of the Treasurer include:
 - (i) Being responsible for all of the club's money and to record all income received and payments made by the club;
 - (ii) Keeping a register of all assets held by the club;

Presentation of a financial report

8 Alterations to Constitution – approval by Association

- (iii) ~~8.1 Alterations~~ to each Executive meeting;
 - (iv) Presentation of a financial report to the AGM for:
 - (v) the last financial year, and
 - (vi) the period since the end of the last financial year;
 - (vii) Keeping the financial records of the club.
 - (viii) Acting as a signatory for the club's budget.
 - (ix) Keeping the club's members informed of the club's financial situation.
- 13.2. A club may assign any additional roles or requirements to their executive positions as they determine.
- 13.3. A club may have any other office bearer positions as determined by the club or established in their constitution.
- 13.4. The contact details for all office bearers of a club ~~Club's Constitution~~ must be given to the General Secretary of the Association within two weeks of their appointment.

14. Membership

- 14.1. Any student who supports the aims of the club may join
- 14.2. Any club that refuses a member entry to a club must give written justification to the General Secretary of the ~~approved by the~~ Association within two weeks.
- 14.3. All student members of the club have equal rights.

- 14.4. Any non-student may join at the discretion of the club.
- 14.5. Financially affiliated clubs must have at least 66% of members current students in order to be eligible for grants and financial affiliation
- 14.6. No non-student member may be the President equivalent of a financially affiliated club.
- 14.7. A membership list must be provided annually by affiliates of the Association at the time of their AGM.

15. Expulsion

- 15.1. A club cannot expel a member on the grounds of race, sex, gender, religion; or political, moral or sexual view, provided that the member supports the aims of the club.
- 15.2. A motion to expel a member may be brought before a General Meeting of the club.
- 15.3. The motion to expel must be accompanied with written justification and sent to the member at least two weeks prior to the date of the General Meeting.
- 15.4. The member has a verbal and written right of reply to any notice of expulsion
 - (a) A written right of reply must be given by the member within seven days of receiving the notice of expulsion to be included within the Agenda
- 15.5. The Agenda must include the motion of expulsion, written justification and any written reply by the effected member.
- 15.6. The Agenda of the General Meeting at which a motion of expulsion is included must be sent to members, and the General Secretary of the Association, at least one week prior to the General Meeting.

16. Membership Fee

- 16.1. There will be no membership fee for affiliation to the Association
- 16.2. Clubs reserve the right to charge a membership fee to become a member of that club

17. 9-Grants

17.1. 9.1 Club grants are available to all student clubs affiliated with FUSA as a Financial Affiliate.

17.2. 9.2 Clubs that are affiliated as Non-Financial, or that do not meet Financial Affiliation affiliation requirements are not eligible for Club Grants.

17.3. 9.3 Club Grants will be set by the Association and made available throughout the year

17.4. 9.4 Preference for funding will be given to clubs who:

- (a) Have higher percentages of current Flinders University student membership and FUSA members
- (b) Have a higher total of current Flinders University students
- (c) Have activities based on campus.
- (d) Make their own level of contribution to the expenses which are claimed, claiming for.

17.5. 9.5 The Process for applying for club grants will be specified by the Association

18. Opt-Out Memberships

18.1. For the purposes of grant funding, the membership number of an opt-out club only includes those members who have opted-in to the club.

19. 10-Room & Facility Bookings

19.1. 10.1 Clubs will have access to FUSA spaces and facilities and these must be booked through the Association

20. Access to Storage

20.1. Only current Flinders University Staff or Students may withdraw materials stored by the Association with the permission of the relevant club.

(a) Unless notified otherwise, permission to access materials stored within FUSA is assumed only for current executive members of that club.

20.2. Non-current Flinders University Staff member or Students may not access items stored in FUSA unless accompanied by a current Staff member or Student who are entering on the behalf of a club.

11 Membership Fee

11.1 There will be no membership fee for affiliation to the Association

11.2 Clubs reserve the right to charge a membership fee to become a member of that club

12. Changing Affiliation Status

12.1 Clubs that are affiliated as Non Financial may apply to become Financially Affiliated at any time by re-affiliating as per these regulations.

~~12.2.1. Clubs that are affiliated as Financial may apply to become Non Financially Affiliated at any time notifying the Executive of the Association in writing. This notice must contain:~~

~~12.2.1(a) Date the notice was written~~

~~12.2.2(yyyyyyyy) A reason why the club wishes to become Non Financially Affiliated~~

~~12.2.3(yyyyyyyy) The signatures of the President or equivalent, and one other Office Bearer, usually the Secretary~~

~~12.3.1.687683871. The change from Financially Affiliated to Non Financially Affiliated will happen as per the date the notice is accepted by the Executive of the Association and upon being accepted:~~

~~12.3.1(a) Any grant money owed to the club will be forfeit~~

~~12.3.2 The Club will not be eligible to re-affiliate or change affiliation level for six months~~

13.21. Winding Up.

21.1. ~~13.1~~ When a club changes from being a Financial Affiliate to a Non-Financial Affiliate, or upon the termination or cessation of a club by its member or the Association, the club must ensure that:

(a) ~~13.1.1~~ All assets purchased by the club, or on behalf of the club, using Grant Money ~~allocated by the Association~~, remain the property of the Association and ~~must be returned~~

(b) ~~13.1.2~~ All assets purchased by the club, or on behalf of the club, using part-funds ~~from Grant Money allocated by the Association~~, must be sold, and the ~~Association~~ be compensated to the same percentage that the Association ~~paid for the asset initially~~ unless:

(i) ~~13.1.2.1~~ The asset is unable to be sold in which case the club must ~~compensate the Association for the asset; or~~

(ii) ~~13.1.2.2~~ The club chooses to compensate the Association with other ~~funds~~, in which case the asset does not need to be sold; or

(iii) ~~13.1.2.3~~ The Manager, Student Engagement and the President of the Association agree that the efforts spent selling the asset and recovering the funds is not worth the costs regained, in which case the asset is not required to be sold.

(c) ~~13.1.3~~ Any assets the club purchases within money that did not originate from the ~~Association~~ remain the property of the club.

(d) ~~13.1.4~~ Any Grant money that remains with the club either physically or in a bank ~~account~~ must be returned to the Association

21.2. ~~13.2~~ Each financially affiliated club must have a winding up clause in their constitution that ~~outlines Clause 13.1 of these regulations.~~

21.3. ~~13.3~~ Upon winding up, or change of affiliation level, each club must present the Association with a final asset register and a bank statement

14.22. Assets

22.1. ~~14.1~~ Any asset, physical or intangible, purchased by a club, by or on behalf of the Association, remains the property of the Association

22.2. ~~14.2~~ The Association reserves the right to use any assets purchased by means of their Grant Money

22.3. ~~14.3~~ The Association may confiscate an asset that has been purchased by means of the Association's Grant Money by resolution of the Student Council

23. Disciplinary action

23.1. Club members may refer breaches of regulations of the Association or the club's constitution to the General Secretary.

23.2. For minor breaches of a club's constitutions or these regulations, the General Secretary may issue a warning to the club.

23.3. A minor breach must be referred to the Student council for disciplinary action

(a) at the request of a member of Student Council; or

(b) at the request of 20% of the club's members or 10 members, whichever is lower.

23.4. For reoccurring, frequent or major breaches of a club's constitution or regulations of the Association, the breach must be referred to the Student Council for disciplinary action.

23.5. A club must be referred to the Student Council for disciplinary action if the club:

(a) deliberately contravenes the club's obligations under these Regulations;

(b) misappropriates funds, or the Student Council believes upon a financial review that the club has been financially mismanaged;

(c) provides manifestly false information in order to gain an unfair advantage;

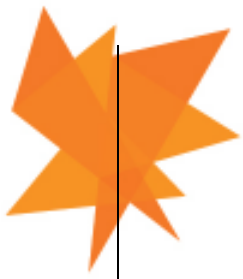
(d) acts contrary to the club's aims and/or deliberately breaches the club's own constitution;

(e) fails to provide reasonable grounds as to why the club:

(f) refused a student or any other person membership;

(g) expelled a student or any other person from membership;

(h) Is not composed of two-thirds (66%) Flinders University students;



- (i) Receives a second warning with regards to the same issue within a two year period;
- (j) fails to comply with actions required under regulation 23.6(b);
- (k) promotes violence and/or hatred through militarism and/or discrimination on the basis of race, colour, sex, sexuality, gender identity, age, physical disability, mental illness, economic circumstances, political, religious or ideological conviction, or national or social origin.
- (l) damages, defaces or steals the property of the Association or University;
- (m) participates in or encourages criminal activity;
- (n) defaults on the repayment of any debt to the Association or University;
- (o) loses or damages an asset purchased in part or full by grant money without the permission of the Association; or
- (p) impacts on the facilities and services available to all clubs.

23.6. The Student Council may, on the basis of the facts provided, take disciplinary action by:

- (a) Issuing a warning to the club.
- (b) Requiring the club to undertake a certain action or actions.
- (c) Suspending grants from the club for a period no greater than twelve months.
- (d) Reducing the affiliation level of the club.
- (e) Disaffiliating the club from the Association.

24. Flinders Living

24.1. Subject to the discretion of Student Council, an exception to the requirement under regulation 2.3(a) may be granted to the following:

- (a) One representative club of Deirdre Jordan Village; and,
- (b) One representative club of University Hall.

24.2. Any club which receives an exemption under regulation 24.1 may not restrict their membership beyond:

- (a) Regarding regulation 24.1(a); students who reside at Deirdre Jordan Village; and,
- (b) Regarding regulation 24.1(b); students who reside at University Hall.

Clubs and Societies Regulations

As ratified on XX/XX/2013

Contents

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1. Definitions

‘Academic Year’ means any time between the first academic day in Semester 1 of a year to the last academic day of Semester 2 of that year as specified by Flinders University.

‘Asset’ means future economic benefits controlled by the entity as a result of past transactions or other past events.

‘Association’ means Flinders University Student Association.

‘Club’ means any club, society, association or other body or group of students who work together on a common aim or interest.

‘General Secretary’ means the General Secretary of Flinders University Student Association

‘Minor breach’ is a breach of the requirements of a club which is the result of error and has no major impact on any member of the club, the Association, the University or any third party.

‘Major breach’ means any breach of the requirements of a club which is not considered a minor breach.

‘Student Council’ means the governing body of the Association.

‘Support’ means assistance provided to a political party and could take the form of providing financial assistance to the party, organising volunteer labour, paying membership and affiliation fees and giving gifts or gifts in-kind.

‘Winding Up’ means when a club ceases to function as per the constitution it affiliated to the Association with. This includes when a club ceases to exist, or continues to exist without affiliation to the Association.

‘University’ means Flinders University of South Australia.

2. Affiliation of Clubs and Societies

2.1. Clubs may apply to affiliate as:

- (a) Non-Financial Affiliate (Level 1)
- (b) Financial Affiliate (Level 2)

2.2. The definition of a Non-Financial Affiliated club will be a club that has access to services and resources that are provided through the Association, and is not eligible to apply for grants from the Association. Non-Financial Affiliation is recommended for clubs that:

- (a) Have restrictions on membership numbers
- (b) Have selective or closed membership

- (c) Have a membership that comprises less than 66% current Flinders University students
- 2.3. The definition of a Financially Affiliated club will be the same as a non-financially affiliated club as defined in 2.2 of these regulations, except they will be eligible to apply for grants in accordance with Clause 9 of these regulations. Financial Affiliation is restricted to clubs that:
 - (a) Have no restrictions on membership
 - (b) No membership criteria beyond aligning to a club's objectives
- 2.4. The services and resources that clubs can access is at the discretion of the Association, and must be in compliance with the requirements under the Higher Education Support Act 2003. Services/resources that have been funded through the Student Services and Amenities Fee cannot be used by any club to support:
 - (a) a political party; or
 - (b) the election of a person as a member of:
 - (i) the legislature of the Commonwealth, a State or a Territory; or
 - (ii) a local government body.
- 2.5. The Association must accept for consideration an application for affiliation of a club
- 2.6. An Application for affiliation shall be submitted in the first instance to the General Secretary
- 2.7. An Application for affiliation must contain a copy of:
 - (a) Constitution
 - (b) Minutes of the Inaugural General Meeting
 - (c) Club membership list specifying the executive
 - (d) Affiliation Application Form
 - (e) Any other documentation as directed by the Association
- 2.8. Clubs applying for status as Financial Affiliation must show proof of the existence of an operative bank account
- 2.9. The Association may choose to affiliate or not affiliate, or grant provisional affiliation on the basis of required amendments to the club's constitution. The Association may choose to affiliate the club at a lower level of Affiliation.

3. Minimum requirements for Financially Affiliated clubs

- 3.1. Each Financially Affiliated club shall have:
- (a) A name
 - (b) A constitution
 - (c) A clearly defined interest, activity and aims
 - (d) At least ten current Flinders University students as members
 - (e) No less than 66% current Flinders University students as members
 - (f) Two or more signatures on any bank account held by the Club who are current Flinders University students.
 - (g) An office bearer which shall be the club's delegate to a Clubs and Societies sub-committee meeting, and who is a current Flinders University student
 - (h) Comply with the regulations, requirements and requests of the Association
 - (i) Comply with the objectives and aims of the Association
- 3.2. The term of office shall be from one Annual General Meeting to the next
- 3.3. Upon a vacancy of an office bearer position, a Special General Meeting shall be held to fill the vacancy
- 3.4. A minimum of 60% of office bearers shall be current Flinders University Students
- 3.5. The President or equivalent shall be a current Flinders University student.

4. Minimum requirements for Non-Financially Affiliated clubs

- 4.1. Each Non-Financially Affiliated club shall have a:
- (a) Name
 - (b) Constitution
 - (c) Clearly defined interest, activity and aims
 - (d) At least five current Flinders students as members
 - (e) An office bearer which shall be the club's delegate to a Clubs and Societies sub-committee meeting, and who is a current Flinders University student
- 4.2. The length of a term of each office bearer shall be one year.

- 4.3. The term of office shall be from one Annual General Meeting to the next
- 4.4. Upon a vacancy of an office bearer position, a Special General Meeting shall be held to fill the vacancy

5. Changing Affiliation Status

- 5.1. Clubs that are affiliated as Non-Financial may apply to become Financially Affiliated at any time by affiliating as per these regulations.
- 5.2. Clubs that are affiliated as Financial may apply to become Non-Financially Affiliated at any time notifying the Executive of the Association in writing. This notice must contain:
 - (a) Date the notice was written
 - (b) A reason why the club wishes to become Non-Financially Affiliated
 - (c) The signatures of the President or equivalent, and one other Office Bearer, usually the Secretary
- 5.3. The change from Financially Affiliated to Non-Financially Affiliated will happen as per the date the notice is accepted by the Executive of the Association and upon being accepted:
 - (a) Any grant money owed to the club will be forfeit
 - (b) The Club will not be eligible to re-affiliate or change affiliation level for six months

6. Renewal of affiliation

- 6.1. Affiliation to FUSA lasts for a period of whichever is lesser:
 - (a) From one AGM of the affiliated club to the next AGM
 - (b) One year and six months
- 6.2. Where a club is renewing affiliation at their current level of affiliation, it is required that clubs submit, within two weeks, an application for renewal of affiliation with a copy of:
 - (a) AGM minutes confirming renewal of affiliation
 - (b) An updated membership list,
 - (c) Updated executive contacts

- (d) Reports submitted at the AGM by the President/Convener, Treasurer, Secretary and Vice-President.
- (e) Evidence that the club has had at least two club events for members over the course of the last year.
- (f) Financial reports detailing expenditure and income for the period between the last two AGMs.

6.3. Renewal of affiliation may be rejected by the Association if the Association does not consider the requirements of affiliation to have been met.

7. Clubs names and objectives

7.1. A club must not have a name which is not easily distinguishable from another club .

7.2. Clubs with similar objectives to an existing club may be refused affiliation to FUSA on that ground.

7.3. A club must not have a name that does not reflect its aims.

8. Faculty/Department-based Clubs

8.1. A faculty or department based club is a club which operates for the representation, assistance or enjoyment of the students in one or more faculties or departments of the University.

8.2. The following regulations apply to faculty or department based clubs only:

- (a) Contrary to regulation 2.3(a), membership may be restricted to current and previous students in the relevant faculty or department.
- (b) A member of the club must be assigned the role of Education Officer.
- (c) The Education Officer must attend Student Representative Network meetings.
- (d) The contact details of the Education Officer must be given to the Education Officer of the Association within two weeks of their appointment.

9. Required Provisions of Club Constitutions

- (a) This provision comes in to effect for all clubs affiliating for the first time prior to Tuesday 3rd December 2013. For all other clubs this provision comes into effect on 3rd December 2014.

9.2. A financially affiliated club's constitution must contain:

- (a) The name of the club;
- (b) The aims and objectives of the club;
- (c) A provision for an Annual General Meeting in line with Regulation 12;
- (d) A provision for General Meetings in line with Regulation 11;
- (e) A provision for amending the constitution;
- (f) A provision for expulsion of members consistent with these Regulations;
- (g) A provision that the club is not for profit;
- (h) A provision for Office Bearers of the club in line with Regulation 13;
- (i) A provision for winding-up consistent with Regulation 21;
- (j) In the case of Faculty/Departmental Clubs, provision for establishing an education officer in line with Regulation 8.2; and,
- (k) A provision outlining requirements of reaffiliation in line with Regulation 6.

10. Alterations to Constitutions

10.1. Alterations to a Club's Constitution must be approved by the Association.

10.2. Alterations must be submitted to the General Secretary prior to their approval by the club or within two weeks of their approval by the club.

11. General Meetings

11.1. General Meetings may be convened at the request five members, or 10% of the total membership of the club, whichever is the higher amount.

11.2. General Meetings shall be convened for the following purposes:-

- (a) Removal of office bearers
- (b) To make changes to the constitution of the club
- (c) To direct the Association delegate in their representation at Clubs and Societies sub-committee meetings on matters of importance as the club may determine
- (d) To overturn any decisions made by the executive of the Club .

- (e) The expulsion of a member or members of the club in accordance with regulation 15.
- 11.3. Notice of a General Meeting shall be given to the members of the club and the General Secretary of the Association at least a week before the set date.
- 11.4. A designated office bearer, normally the Secretary, shall be responsible for calling General Meetings.
- 11.5. The General Secretary may attend any General Meeting of an affiliated Club.
- 11.6. Any decision of a General Meeting may overturn any committee decision of the club.

12. Annual General Meetings

- 12.1. Annual General Meetings shall be convened for the following reasons:-
 - (a) To receive financial statements
 - (b) To receive annual reports of office bearers
 - (c) To fairly and democratically elect office bearers
 - (d) To elect an office bearer to be a delegate on the Clubs and Societies Sub-Committee
 - (e) To make changes to the constitution of the club.
- 12.2. Each affiliated club shall hold its Annual General Meeting before the deadline set down in its constitution.
- 12.3. Notice of an Annual General Meeting shall be given to the members of the club and the General Secretary of the Association at least a week before the set date.
- 12.4. The General Secretary may attend any AGM of an affiliated Club .
- 12.5. Each affiliated club shall hold its AGM during the Academic Year.
- 12.6. Within 14 days of holding its AGM, each affiliated club shall provide the required documents for reaffiliation as outlined in X.X.
- 12.7. Quorum at AGM shall be 30% of total membership or 10 members, whichever is lesser.

- 12.8. Failure to reach quorum after 60 minutes after the scheduled start of meeting will result in the AGM being cancelled.

13. Office Bearers

- 13.1. Each club should have a president, treasurer and secretary or equivalents.
- (a) The duties of the President include:
 - (i) Co-ordination of club activities
 - (ii) Being chief spokesperson for the club; and
 - (iii) Chairing general and Executive meetings.
 - (iv) Acting as a signatory for the club's budget
 - (v) Assisting, advising, and supporting all members of the club
 - (b) The duties of the Secretary include:
 - (i) The maintenance of a register of members consisting of name, student ID number, FAN and date of payment of membership fee, if applicable.
 - (ii) The production of meeting minutes
 - (iii) The submission of documents for renewal of affiliation as required in regulation D.D
 - (c) The duties of the Treasurer include:
 - (i) Being responsible for all of the club's money and to record all income received and payments made by the club;
 - (ii) Keeping a register of all assets held by the club;
 - (iii) Presentation of a financial report to each Executive meeting;
 - (iv) Presentation of a financial report to the AGM for:
 - (v) the last financial year, and
 - (vi) the period since the end of the last financial year;
 - (vii) Keeping the financial records of the club.
 - (viii) Acting as a signatory for the club's budget.
 - (ix) Keeping the club's members informed of the club's financial situation.
- 13.2. A club may assign any additional roles or requirements to their executive positions as they determine.

- 13.3. A club may have any other office bearer positions as determined by the club or established in their constitution.
- 13.4. The contact details for all office bearers of a club must be given to the General Secretary of the Association within two weeks of their appointment.

14. Membership

- 14.1. Any student who supports the aims of the club may join
- 14.2. Any club that refuses a member entry to a club must give written justification to the General Secretary of the Association within two weeks.
- 14.3. All student members of the club have equal rights.
- 14.4. Any non-student may join at the discretion of the club.
- 14.5. Financially affiliated clubs must have at least 66% of members current students in order to be eligible for grants and financial affiliation
- 14.6. No non-student member may be the President equivalent of a financially affiliated club.
- 14.7. A membership list must be provided annually by affiliates of the Association at the time of their AGM.

15. Expulsion

- 15.1. A club cannot expel a member on the grounds of race, sex, gender, religion; or political, moral or sexual view, provided that the member supports the aims of the club.
- 15.2. A motion to expel a member may be brought before a General Meeting of the club.
- 15.3. The motion to expel must be accompanied with written justification and sent to the member at least two weeks prior to the date of the General Meeting.
- 15.4. The member has a verbal and written right of reply to any notice of expulsion

- (a) A written right of reply must be given by the member within seven days of receiving the notice of expulsion to be included within the Agenda

15.5. The Agenda must include the motion of expulsion, written justification and any written reply by the effected member.

15.6. The Agenda of the General Meeting at which a motion of expulsion is included must be sent to members, and the General Secretary of the Association, at least one week prior to the General Meeting.

16. Membership Fee

16.1. There will be no membership fee for affiliation to the Association

16.2. Clubs reserve the right to charge a membership fee to become a member of that club

17. Grants

17.1. Club grants are available to all student clubs affiliated with FUSA as a Financial Affiliate.

17.2. Clubs that are affiliated as Non-Financial, or that do not meet Financial Affiliation requirements are not eligible for Club Grants.

17.3. Club Grants will be set by the Association and made available throughout the year

17.4. Preference for funding will be given to clubs who:

- (a) Have higher percentages of current Flinders University student membership and FUSA members
- (b) Have a higher total of current Flinders University students
- (c) Have activities based on campus.
- (d) Make their own level of contribution to the expenses which are claimed.

17.5. The Process for applying for club grants will be specified by the Association

18. Opt-Out Memberships

- 18.1. For the purposes of grant funding, the membership number of an opt-out club only includes those members who have opted-in to the club.

19. Room & Facility Bookings

- 19.1. 10.1 Clubs will have access to FUSA spaces and facilities and these must be booked through the Association

20. Access to Storage

- 20.1. Only current Flinders University Staff or Students may withdraw materials stored by the Association with the permission of the relevant club.
- (a) Unless notified otherwise, permission to access materials stored within FUSA is assumed only for current executive members of that club.
- 20.2. Non-current Flinders University Staff member or Students may not access items stored in FUSA unless accompanied by a current Staff member or Student who are entering on the behalf of a club.

21. Winding Up.

- 21.1. When a club changes from being a Financial Affiliate to a Non-Financial Affiliate, or upon the termination or cessation of a club by its member or the Association, the club must ensure that:
- (a) All assets purchased by the club, or on behalf of the club, using Grant Money allocated by the Association, remain the property of the Association and must be returned
- (b) All assets purchased by the club, or on behalf of the club, using part-funds from Grant Money allocated by the Association, must be sold, and the Association be compensated to the same percentage that the Association paid for the asset initially unless:
- (i) The asset is unable to be sold in which case the club must compensate the Association for the asset; or
- (ii) The club chooses to compensate the Association with other funds, in which case the asset does not need to be sold; or

- (iii) The Manager, Student Engagement and the President of the Association agree that the efforts spent selling the asset and recovering the funds is not worth the costs regained, in which case the asset is not required to be sold.
 - (c) Any assets the club purchases within money that did not originate from the Association remain the property of the club.
 - (d) Any Grant money that remains with the club either physically or in a bank account must be returned to the Association
- 21.2. Each financially affiliated club must have a winding up clause in their constitution that outlines Clause 13.1 of these regulations.
- 21.3. Upon winding up, or change of affiliation level, each club must present the Association with a final asset register and a bank statement

22. Assets

- 22.1. Any asset, physical or intangible, purchased by a club, by or on behalf of the Association, remains the property of the Association
- 22.2. The Association reserves the right to use any assets purchased by means of their Grant Money
- 22.3. The Association may confiscate an asset that has been purchased by means of the Association's Grant Money by resolution of the Student Council

23. Disciplinary action

- 23.1. Club members may refer breaches of regulations of the Association or the club's constitution to the General Secretary.
- 23.2. For minor breaches of a club's constitutions or these regulations, the General Secretary may issue a warning to the club.
- 23.3. A minor breach must be referred to the Student council for disciplinary action
- (a) at the request of a member of Student Council; or
 - (b) at the request of 20% of the club's members or 10 members, whichever is lower.

- 23.4. For reoccurring, frequent or major breaches of a club's constitution or regulations of the Association, the breach must be referred to the Student Council for disciplinary action.
- 23.5. A club must be referred to the Student Council for disciplinary action if the club;
- (a) deliberately contravenes the club's obligations under these Regulations;
 - (b) misappropriates funds, or the Student Council believes upon a financial review that the club has been financially mismanaged;
 - (c) provides manifestly false information in order to gain an unfair advantage;
 - (d) acts contrary to the club's aims and/or deliberately breaches the club's own constitution;
 - (e) fails to provide reasonable grounds as to why the club:
 - (f) refused a student or any other person membership;
 - (g) expelled a student or any other person from membership;
 - (h) Is not composed of two-thirds (66%) Flinders University students;
 - (i) Receives a second warning with regards to the same issue within a two year period;
 - (j) fails to comply with actions required under regulation 23.6(b);
 - (k) promotes violence and/or hatred through militarism and/or discrimination on the basis of race, colour, sex, sexuality, gender identity, age, physical disability, mental illness, economic circumstances, political, religious or ideological conviction, or national or social origin.
 - (l) damages, defaces or steals the property of the Association or University;
 - (m) participates in or encourages criminal activity;
 - (n) defaults on the repayment of any debt to the Association or University;
 - (o) loses or damages an asset purchased in part or full by grant money without the permission of the Association; or
 - (p) impacts on the facilities and services available to all clubs.
- 23.6. The Student Council may, on the basis of the facts provided, take disciplinary action by:
- (a) Issuing a warning to the club.
 - (b) Requiring the club to undertake a certain action or actions.
 - (c) Suspending grants from the club for a period no greater than twelve months.
 - (d) Reducing the affiliation level of the club.
 - (e) Disaffiliating the club from the Association.

24. Flinders Living

24.1. Subject to the discretion of Student Council, an exception to the requirement under regulation 2.3(a) may be granted to the following:

- (a) One representative club of Deirdre Jordan Village; and,
- (b) One representative club of University Hall.

24.2. Any club which receives an exemption under regulation 24.1 may not restrict their membership beyond:

- (a) Regarding regulation 24.1(a); students who reside at Deirdre Jordan Village; and,
- (b) Regarding regulation 24.1(b); students who reside at University Hall.