

Agenda for Planning Day

- **11:00: Planning Day Open**
- **11:10 Ice Breaker**
- **11:30 FUSA Structure**
 - FUSA:
 - What SSAF Is*
 - Clubs & Societies*
 - OSE
 - Student Council: *What is our role?*
 - Sub-Committees*
- 11:45 Roles of S. C. Members**
 - Office Bearers
 - Ordinary Student Council Members
- 12:00 Budget for 2013**
 - Review
 - SSAF vs Non-SSAF
 - Spending Limitations
 - How to Spend Money
- 12:30 Brainstorm Session**
 - OB Portfolios
 - FUSA Services
 - Year Mind Map
- 13:30 Lunch Break**
- 14:00 Student Council Meeting**
- 17:00 Day Finish**

FUSA Student Council Meeting Agenda

Meeting: Monday 7th January 2pm

- **Open & Welcome**

- **Apologies**

- Jacinta Haseldine
 - Chris Sellwood
 - Jayson Bailey

- **Welcome Guests**

- ***Accept minutes from previous meeting***

- **Reports**

- President
 - General Secretary
 - Education Officer
 - Welfare Officer
 - Women's Officer
 - Indigenous Officer
 - Post Graduate Officer
 - Environment Officer
 - International Officer
 - Queer Officer
 - MSE
 - Flinders One
 - Additional Sub-Committees
 - Additional Reports

- **Matters Carried Forward**

- **General Matters for Discussion**

- Executive Committee- Brodie
 - O-Week -- Brodie
 - Quiz Night -- Brodie & Leon
 - Co-Op Project- Brodie
 - Child Care- Gabriel
 - Letter of Support- Gabriel
 - Illegal Costs on Campus- Gabriel
 - Club Regulations- Brodie

- 8. Any Other General Matters**

- 9. In-Camera Matters for Discussion**

- 9.1.** 2013 Budget- Brodie

- 10. Meeting Close**

President's Report

Current Activities on the Go:

- SSAF Funding Requests
- Non-SSAF Funds & Honorarium for Student Council
- South Australian President's Summit
- National President's Summit
- O-Week
- University Council

SSAF Funding Requests

The SSAF has now gone through a period of Student Consultation (even though it wasn't the best consultation process). The next step is to go back to the SSAF Committee, and then final approval by the V.C. No big SSAF projects can be started until this process is complete, but it is unlikely at this point that our SSAF budget will change very much.

Part of the SSAF Funds request was a ~\$6,000 administrative amount for the Student Council. Part of our request to the DVCA is to have this full amount deposited into the Student Council for full control over, and not have to have the MSE sign off on every purchase the same way he would if it were kept as is. The outcome of this request is unsure at the moment.

Non-SSAF Funds + Honoraria

We are currently also asking for additional funds that cannot be covered by the SSAF such as honorarium for each council member. A request has previously been knocked back for this same request, however it is now being submitted with further documentation detailing why it is required, and is being sent through the M,SE.

SA President's Summit

This was held on Friday 4th January and was attended by the President of the Uni SA's Uni Life Board, President of the Adelaide Uni Union Board, and President of the Adelaide Uni Union SRC.

The structure of our organisations were discussed and a pro/con discussion ensued. It was raised by one of the other President's that unlike the other organisations who have a General Manager that takes direction from the Board, our General Manager equivalent, the M,SE, is a University employee and is not bound by the same arrangements as a GM, reducing the autonomy and independence of FUSA.

It was suggested that FUSA take lead from what AUU does and charge clubs for use of things such as BBQs, Printing, etc, that is currently funded through SSAF. By charging, with a very small overhead, a "profit" is made and can be placed into the FUSA general bank account, and can then legally be used on projects that the SSAF cannot be spent on.

This is one of the ways that AUU fund their Student Council.

A 1-day conference is also currently being organised for all Office Bearers of the three South Australian universities to network and skill share, and this will be held in March 2013. More details will come out of this as it progresses.

National President's Summit

I will be attending this, 23-25th Sydney. This is being run through NUS and will be a chance to network with other President's, meet NUS Office Bearers, as well as see what other universities are doing for the year.

I will be required to submit a President's report for the conference, all Office Bearers will be required to submit in writing their intentions for 2013.

A report will be given to Student Council on my return.

O-Week 2013, Semester 1

We have managed to raise the number of stalls that have been allocated for clubs and societies from around 10 to 20.

As the largest all-student event of the year, it is reasonable to expect all council members to attend O-Week and volunteer at stalls as required.. A roster will be drawn up.

Student Council will be manning our own FUSA stall, as well as the Silent Disco tent.

University Council

I have now been inducted into University Council and will report on these proceedings when I can, after each meeting. The first meeting is on the 7th March 2013.

Clubs and Societies Regulations

V1.0 Draft for Discussion

1 Definitions

'Academic Day' means a day in which lectures are normally scheduled

'Association' means Flinders University Student Association

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 all services provided to Clubs through the Association, except 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. Are aligned to a political party
- d. Have a membership that comprises less than 51% current Flinders University students

2.3 The definition of a Financial 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 8 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 Association must accept for consideration an application for affiliation of a club or society

2.5 An Application for affiliation shall be submitted in the first instance to the General Secretary

2.6 An Application for affiliation must contain a copy of:

- a. Constitution
- b. Minutes of the IGM
- c. Club membership list specifying the executive

- d. Affiliation Application Form
- e. Any other documentation as directed by the Association

2.7 Clubs applying for status as Financial Affiliation must show proof of the existence of an operative bank account

2.8 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 different level of Affiliation.

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

2.10 The decision of the Executive shall be final

3 Termination of Affiliation

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

- a. the club breaches its own constitution
- b. the club breaches the clubs and societies regulations
- c. the club uses money for an improper purpose

4 Minimum requirements for Financially Affiliated clubs

4.1 Each Financially Affiliated club shall have a:

- a. Name
- b. Constitution
- c. Clearly defined interest, activity and aims
- d. At least ten current Flinders University students as members
- e. No less than 51% current Flinders University students as members
- f. At least two designated signatories to the bank account held by the affiliated club
- 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

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

4.5 A minimum of 60% of office bearers shall be current Flinders University Students

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

5 Minimum requirements for Non-Financially Affiliated clubs

5.1 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
- f. At least two designated signatories to any bank account held by the club
- 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

5.2 The length of a term of each office bearer shall be one year.

5.3 The term of office shall be from one Annual General Meeting to the next

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

6 General Meetings

6.1 General Meetings shall be convened for the following purposes:-

- a. election of office bearers to positions that become vacant between Annual General Meetings
- b. Removal of office bearers
- c. Changes to the constitution of the affiliated club
- d. 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
- e. At the request of a set number of members of the affiliated club.

6.2 Notice of a General Meeting shall be given to the General Secretary of the Association at least five academic days before the set date.

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

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 Annual General Meetings

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

- a. To receive financial statements
- b. To elect office bearers
- c. To select as office bearer to be a delegate on the Clubs and Societies Sub-Committee

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

7.4 Notice of an Annual General Meeting shall be given to the General Secretary of the Association at least ten academic days before the set date.

7.5 The General Secretary of the Association shall ensure notice of the AGM is placed on the Association's website at least 5 days prior to the AGM

7.6 Each affiliated club shall hold its AGM on an Academic Day.

7.7 Within 14 days of holding its AGM, each affiliated club shall provide 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

7.8 Quorum at AGM shall be 51% of total membership

7.9 Failure to reach quorum after 20 minutes after the scheduled start of meeting will result in the AGM being cancelled.

8 Alterations to Constitution – approval by Association

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

9 Grants

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

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

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

9.4 Preference for funding will be given to clubs who:

- Have higher percentages of current Flinders University student membership and FUSA members
- Have a higher total of current Flinders University students
- Have activities based on campus.
- Make their own level of contribution to the expenses claiming for.
- For clubs with non-financial and financial members, have lower percentage of financial members

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

10 Room & Facility Bookings

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

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 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

12.3 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

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

- a. the club breaches its own constitution
- b. the club breaches the clubs and societies regulations
- c. the club uses money for an improper purpose