FUSA Student Council Meeting Agenda

Meeting: Tuesday 5th February 4pm

1. **Open & Welcome**

2. **Apologies**
   Jacinta Haseldine
   Leon Cermak
   Jake Lane

3. **Welcome Guests**

4. **Accept minutes from previous meeting**

5. **In Camera Discussion**

6. **Reports**
   6.1. President's Report
      6.1.1. National President's Summit Report Back
   6.2. General Secretary's Report
   6.3. Welfare Officer's Report
   6.4. Women's Officer's Report
   6.5. Queer Officer's Report
   6.6. International Officer's Report
   6.7. Indigenous Officer's Report
   6.8. Education Officer's Report
   6.9. Environment Officer's Report
   6.10. Post-Grad Officer's Report
   6.11. MSE Report
   6.12. Any other reports

7. **Matters Carried Forward**
   7.1. Working Group Updates
      7.1.1. Quiz Night
      7.1.2. Pub Crawl
      7.1.3. O-Week
      7.1.4. Co-Op
      7.1.5. Mental Health Day
   7.2. Humanities Fair Day Debrief
   7.3. Honoraria Update

8. **General Matters for Discussion**
   8.1. Conflict-Free Campus Initiative,   Adriana
   8.2. Student Sustainability Leadership Network Initiative,   Adriana
   8.3. Club's Day BBQ,   Paul
   8.4. First Year Representative for Student Council,   Paul
   8.5. Flinders University Smoking Ban,   Paul
   8.6. FUSA Anonymous Discussion Board,   Paul
   8.7. CAPA, CISA,   Brodie
   8.8. O-Week,   Brodie

8.9. Positions Vacant   Brodie
8.10.   Women's Room & the Mall,   Brodie
8.11.   Meeting Room Update,   Brodie

9. **Matters for Decision**
   9.1. Membership Regulations,   Brodie
   9.2. Election Regulations,   Brodie
   9.3. Club Handbook & Affiliation Pack   Brodie
   9.4. International Officer Sub-Committee, Abdullah
   9.5. CISA,   Abdullah
   9.6. Set the 2013 FUSA Election Dates, Brodie
   9.7. Set the 2013 FUSA AGM,   Brodie
   9.8. Student Editor Conference   Brodie
   9.9. Monetising club Services,   Brodie

10. **Any Other Business**

  9. Meeting Close

President's Report

Brodie McGee 5th February 2013

President's Summit

Spent 3 days in Sydney (23-25th January) for the National President's Summit.

This conference allowed me to meet both my equals at other University Student Organisations, as well as many of the National Union of Student's representatives. It also put into context some of the broader issues that we may need to focus on to both protect and advocate for our students, as well as to fit into a national framework of a student movement.

There were several outcomes of the conference, including:

- Comparing our SSAF consultation processes with other universities
- Seeing how conservative other HEP are with their SSAF revenue
- Opened dialogue with the NUS President about requesting our university allow us to affiliate with NUS through SSAF funds

I also received several copies of the NUS Quality Survey Report from 2012. These are available for Students to read, however limited print copies were given to us so they will be housed in FUSA. The NUS website reflects the data anyway.

A general theme for the National Day of Action was announced, however discussions around what that might look like were stalled due to other discussions being carried beyond their time limits.

I also had the opportunity to receive media training from several current- and ex- journalists from Triple J, Sydney Mornin Herlad , ABC and The Australian. They provided each of the President's with encouragement to involve the Media as much as possible as a lobbying tool against both our own Universities and the Government, and outlined that even if we don't make it into a paper or program, we're still building report between our organisation's and the journalists themselves.

The Minister for Tertiary Education, Chris Evans, also spoke with us about the Government's plans for SSAF, HECS and various other things. Post Graduate courses were discussed in-depth and are a topic issue at the moment.

Redbull & Flinders One

While I was away in Sydney we received an email from Andrew Nairn, GM of Flinders One, which seemed to accuse FUSA of breaching our agreement to hold off on commercial contracts by entering into agreements with Redbull. This was based on the fact that an email had been sent to a list of clubs asking them if they would like to be supported at O-Week by Redbull.

Flinders University has a Redbull Ambassador, a student named Johnee, and it was he who sent the clubs an email without our knowledge (which he is more than welcome to do). Andrew has threatened invoicing Johnee for the, presumably, lost business on campus through Johnees actions.

I have expressed through email to Andrew that this is not fair for the student as he has been a Redbull ambassador on campus for many years, and if it breaches Flinders One's contracts with other companies like Mother, which Andrew has stated previously that it does, then Andrew shouldn't have entered into these contracts without consulting Johnee first.

I have since brought to Andrew's attention that his own businesses sell Redbull, and O-Week will already be sponsored by Redbull at O-Week, and so the only logical conclusion is that Flinders One are upset that they may have lost sales, a mere few dollars, through Johnees job.

Women's Room Relocation

The University has begun its renovations of the old Tavern, and part of these plans include renovating the current Women's Room and turning it into a Cashier's Office.

They have offered us 1 of 2 of the retail spaces in the Mall, and have also offered to pay for the renovations of it themselves. We are thankful for the offer of the renovations, however it does mean that we are 1 room down in regards to potential space, as well as the possibility of several weeks to months without a Women's Room on campus.

Our Women's Officer will be heavily involved in the process of renovating the new room so any requirements are met.

"Enhancing Out-of-Class Experience" Consultation

This will be happening on March 7th at 4pm in Humanities lecture theatre North 1. It would be valuable for all of Council to come along and take part.

Tonsley Development

I have attended a meeting with the University and their planners f or the Tonsley campus. It looks like it's a promising place, despite segragting student groups.

I have raised concerns that they have no plans for food or beverage *in-house* even though there will be cafes immediately outside the building. Having third party cafes cater for students means higher prices and no control over the food.

Beyond this, I have also raised the need for student lounges, offices where we can conduct student advocacy business, as well as the possibility of a community garden on site.

Some Key Dates:

February 18th-22nd Sturt O-Week

February 25th-27th Main O-Week

March 1st: O-Week Quiz Night

March 7th: All-Student Consultation

Current Apology Numbers:

Leon Cermak:	1/3	05/02/2013
Jacinta Haseldine:	3/3	*Current indefinite apology*
Jake Lane:	2/3	21/01/2013 & 05/2/2013
Chris Sellwood:	2/3	7/1/2013 & 21/1/2013
Jayson Bailey:	1/3	7/1/2013

General Secretary's Report

Paul Harrison 5/02/2013

1.   Meeting with Flinders One

Last week I attended the fortnightly meeting between FUSA and Flinders One.

Flinders One's O'week preparations are going to schedule and various equipment for O'week has arrived.

Andrew Nairn has offered to attend occasional Student Council meetings to update the Student Council as a whole on Flinders One's activities and to answer questions the Student Council as a whole has regarding Flinders One.

2.   Meeting with Buildings & Property regarding the Union Building

I attended a meeting with Chris O'Grady with Buildings & Property to discuss changes building works concerning the Union Building.

Access to the Geoff Harrison room was discussed in relation to the replacement of windows and building works around the union building. Access is unlikely to be removed, however, if it is we will be notified.

We were also informed of works occurring in the mall, particularly the women's room being transformed into a student services room and relocation of the women's room. They suggested that they are happy to relocate it across the mall and refit a room to make it suitable.

It was also suggested that the Student Council could have a member of Buildings and Property attend a meeting a few times a year to update the student council on building projects around the university if the Student Council wishes.

3.   Clubs Day Meeting

I attended a meeting regarding the administration of Clubs Day regarding both sporting and non-sporting clubs. It was suggested that FUSA should run a free barbeque on the day. I have suggested that this would be a great opportunity for FUSA to market itself to students by handing out information about FUSA with the free barbeque.

4.   First Semester Pub-crawl

The Pub-crawl working group met on 31/01/2013 to discuss and finalise the details of the pub-crawl. The theme is still currently being decided upon, but ideas have been shortlisted and are awaiting feedback. Furthermore, the finalised date for the pubcrawl is Friday 14th of April and the venues are currently PJ O'Brien's, The Elephant, The London Tavern, Mansions (For alternate route if we reach maximum capacity – The Elephant, PJ O'Brien's, Mansions, The London Tavern).

Advertising:

My next step will be to get the payment methods set up so that we can begin to sell tickets. I will be making fliers and placing them around the Bedford Park and Sturt campuses with the URL to go to buy a shirt. Furthermore, we will be able to sell t-shirts at O'week and Clubs day as well as other events.

## 5.   Flinders University Student Association Finances 31/01/13

As of Thursday 31 January 2013 the Flinders University Student Association

N.B. Transmission of Business is the amount passed onto FUSA from Flinders one for the DVD Hire and Employment during the transition period.

Account	Item	+	-	Total
SSAF Account	Opening Balance	$6,000		$6,000
	S.C. Catering Cost		$68.50	$5,931.50
				$5,931.50

Account	Item	+	-	Total
Student Council	Opening Balance	$0		$0
	Transmission, Business	$949.09		$949.09
				$949.09

Item	Account	Amount
Total S.C.	SSAF Account	$5,931.50
	Student Council	$949.09
		$6880.59
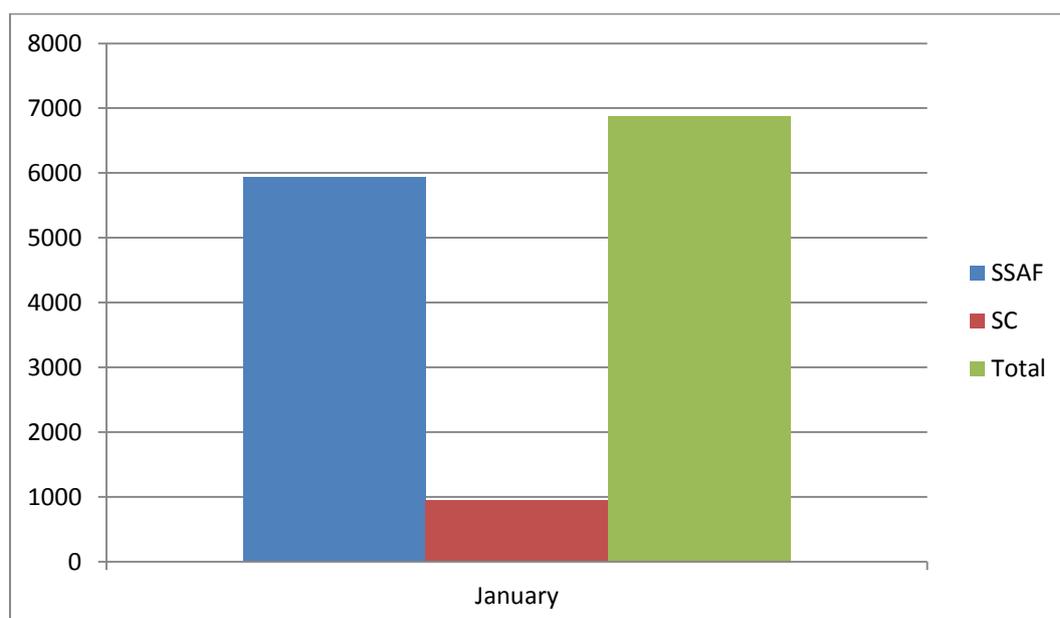
Women's Officer's Report

Dominiek Neall 5th of February 2013

Write like a Woman Night

I have scheduled the night for the 18th of April at The Wheatshef hotel. The creative community of Flinders University has a great relationship with the Wheatshef hotel, also, they handle a lot of our event requirements like stage, sound (i.e. microphone, music), refreshments and marketing (and they don't charge for Speakeasy hire). I believe this would be the best place for this event, but this is open to discussion. There will be a charge for the event ($5 – includes raffle ticket) and prizes for the best speakers. Entry profits will go to UN Women.

I have set up meetings with both the Creative Writing department and the Women's Studies department of Flinders University. I am very much hoping a representative from each academic field will be a 'judge' at the event. I will also be speaking with them in regards to logistics and structure of the event.

One Billion and Rising

One in three women in their lifetime will experience either a sexual or violent assault. On February 14 women from all over the world will be rising up together to strike, walk out, dance, rise up, and demand an end to violence. ONE BILLION RISING will move the earth, activating women and men across every country. Details are to be finalised soon but this year's event will be occurring from 5.00pm at King William Street (at the end of Rundle Mall). For women, there is a workshop on the 2nd of February to learn the official dance/strike moves. I will be attending both the workshop and the official event and I would also like to seek permission from the student council to advertise said events on the FUSA homepage and the FUSA Facebook page to inform other students about this greatly important occasion.

International Women's Day

International Women's Day falls on a Friday this year and as very little people attend university on a Friday; I would like to run a stall on Wednesday the 6th instead. This way I can also inform individuals about Friday's night-time march and how to get involved. I am hoping to organise a time-line of Australian women's achievements along with ribbons, balloons and information about the history of the event. I would be more than happy to talk to anyone who would be interested in organising the stall and set-up for the day, otherwise, just come down on the day and check out the timeline.

On March 8, there is state-wide International Women's Day breakfast which I will be attending (Hosted by UN Women). Penny Wong will be our guest speaker and I will debrief the event in my following office bearer report.

International Officer Report

Abdullah Alajlan 5th of February 2013

International students sub-committee

I met with the coordinator of International Students Services Unit (ISSU) and they agreed to send an email to all international students currently enrolled at the University informing them about the sub-committee and asking them to be a member if they are interested. ISSU suggested that two emails per semester is good, and they are willing to send an email any time. International officer is waiting for the email to be done then will inform ISSU to send an first email to all international students.

UniSA International officer

I met with the UniSA international officer and discussed three things:

- Events they did and found it worthwhile to be repeated, and they are:
  - **Best photo outside your home**, when international student took a photo in Australia reflecting their experience. The selected photo published in Unilife magazine.
  - **Clubs day,** where all international clubs are gathering, playing their own songs and sharing food.
- Events for international students that can be done collaboratively   with Flinders Uni, UniSA, Adelaide Uni and StudyAdelaide.
- South Australian universities' participation in the Council of International Students Australia (CISA)

Adelaide Uni and UniSA meeting

I contacted international officer at SCR (Adelaide Uni) and will meet on 7th of February at 10 am "UniSA officer will be attend too" to continue discussion about: events can be don in our universities, event can be done collaboratively and CISA participation.

Council of International Students (Australia)

I contacted CISA's president, Vic-president and secretary and ISSU's coordinator to find out about Flinders University membership status, who attended CISA meeting last year and what is CISA's SA division status. I found out:

- Flinders One was one of CISA's founding members.

- FUSA needs to renew their membership with CISA this year.

- CISA's SA division needs to be revived.

- Three students attended CISA's 2012 meeting, which was held in QUT, however, they didn't attend the final AGM and they didn't report anything to ISSU nor Flinder One.

- I contacted these three students and met one of them and came up with three points:
  - They have been chosen by ISSU as they were the most effective international clubs presidents. So, ISSU had no other selection criterias.
  - They had no idea about CISA at the moment they received the invitation to go to QUT and represent Flinders Uni.
  - They found CISA an important body for all international students in Australia and they recommend that Flinders Uni should strength their relationship with CISA.

- CISA's vice-president had visited Flinders University last December, met with international representatives, attended some club's events and deliver a workshop about leadership. (although the invitation was sent to all three universities, only three people attended the workshop)

- CISA's vice-president will visit SA by the end of February or early March and she is willing to meet international students' officers and discuss all international students matters.

Environment Officer Report

Adriana Allman 5th February 2013

Student Sustainability Leadership Network Concept

Had a meeting with the Sustainability Officer and discussed an idea for a Student Sustainability Leadership Network. I have attached what he sent me as a rough outline (to be negotiated of course). I suggested that it should also encompass the Flinders University Graduate outcomes. Cristel, the 2012 Environment Officer was also part of the conversation and suggested that the "re-think, re-use, recycle" motto be put in there somewhere. Around this idea, things like workshops, film screenings, and even a student market event held to improve the vibrancy and sense of community on campus. The trouble is finding people to help make this happen. For example, FEAG previously held events with activities and tip sheets like "10 simple steps you can take to becoming more sustainable". Will also need to discuss funding to help pay for catering and bringing in professional for talks.

Flinders Environment Website

It is in desperate need of a re-vamp. Have been working with Flik who plans on having its relaunch for O-Week, and provided an outline of what I thought would be appropriate to have on it. I want it to be a hub where students can go for either information, tips, or a reference as to who they can contact. A project Flik asked I could help with was getting information from all the enviro/sustainable groups and individuals on campus (a 50-200 word bio) which would be placed on the site too. This would also give me the opportunity to get to know people better, so I will be pursuing this relatively soon.

General

Overall, I have been contacting people, including Cristel who provided a brief outline of how the structure of the environment sector works on campus and Australia (which cleared a lot of things up) and will be organising a catch-up soon to go into more details about things.

In my scouting for interest about the student sustainability leadership network amongst students, one approached me about her Conflict-Free Campus Initiative. I have provided what she sent me so that I could pass it onto FUSA. Having done some research on it myself, it appears to be a fairly worthwhile initiative to pursue. I am unsure though of what policies the university has regarding procurement purchases, which I will need to find out.

I am also submitting a piece to the Empire Times to spark interest in sustainability and environmentalism both on campus, and in everyday life, and also to make people aware of who I am. It's another form of exposure I am trying to grasp so that we can start to get greater involvement.

Enviro Officer Report Appendixes

Student Sustainability Leadership Network 2013

The concept:

To provide support for students who want to channel their desire for a more sustainable future into campus activities and campaigns - and in the process to learn new leadership and professional skills, to learn from each other, have fun, and have some 'real world' experience to put on their CV.

How it could work:

This would need to be shaped by the students, but here is an initial idea based on what has worked at other Unis:

- The network is open to students involved in an environmental, social justice or equity focussed student group on campus, members of the Student Council, or any other interested students who are studying in an area related to sustainability;
- You come along to a couple of forums a year where campus sustainability issues are discussed and ideas for action are brainstormed, as well as participate in a couple of professional/ personal development events. We eat tasty, sustainable, ethical food in the process;
- You offer some volunteer time (about 20 hours) to sustainability projects happening around the campus. At the moment, the most likely one is the Bush for Life programme being developed with Trees for Life, but other opportunities will come up during the year;
- You lead (or co-lead) one campaign targeting students over the course of the year. This could be related to issues such as green transport, ethical purchasing, waste minimisation, or any other issue which feels important to you. The point is to develop the confidence and skills to lead change (however small) out in the workplace and in the community, and to learn from each other in the process;
- We discuss our own lifestyle and behaviour choices, and commit to modelling 'good' behaviours for others on campus to follow;
- At the end of the year, we reflect on what was learnt, and celebrate our successes!

The Commitment Required:

University life is busy, but for the network to work well, there would need to be a level of commitment required, including turning up for meetings and professional development activities, and completing the required volunteer hours/ running a campaign.

Support provided by the University:

There may be a small amount of funding offered from the student union (for catering) and from the University to help students run campaigns. While this is likely to be quite limited initially, we hope that if the network is successful, it will pave the way for more substantial funding for students wanting to do sustainability related projects and initiatives on campus.

Dear Adriana and FUSA,

My name is Alisha Thompson and I am the organiser of the *Conflict Free Campus Initiative* at Flinders University. I would like to know if your group would be interested in supporting the Flinders University Conflict Free Campus Initiative by signing the petition, sharing the petition with students, signing the attached letter of support and/or writing a letter of support.

The Democratic Republic of Congo, in Africa, has been experiencing continuous wars since 1996, which have been claimed to be the worst since World War II. The wars are strongly fuelled by the rich natural minerals in the country, some of which are used to produce tin, tungsten, tantalum and gold. These minerals are referred to as 'conflict minerals' and are used in our electronics and materials, producing funds that fuel violence, rape and murder in the Democratic Republic of Congo.

The Conflict Free Campus Initiative is run by Enough Project and aims to encourage students who care about the way that their actions are inadvertently supporting violence, to ask the leaders of their campus to buy only from conflict-free electronic companies. Companies such as Intel and HP commit to using only certified Conflict-free minerals in their products. The initiative does not support the *boycotting* of mineral companies in the Democratic Republic of Congo, but aims to support Congolese companies that trade *certified* conflict-free minerals. The initiative will not only create a conflict-free campus but will also educate students about the effects of their actions as consumers and pressure major electronics companies to responsibly purchase minerals from Congo.

I would love to have your support as a student group at Flinders University because it would hopefully encourage administration to consider changing the university's procurement policy to consider conflict free minerals. I would appreciate it if you would express your support for the *Conflict Free Campus Initiative* to encourage students to learn about the cause and possibly jump on board!

For more information on the *Conflict-Free Campus Initiative*, please see the following link: http://www.raisehopeforcongo.org/content/conflict-free-campus-initiative

To read and sign the petition, please see the following link:

https://www.change.org/petitions/flinders-university-please-pass-a-resolution-giving-preference-to-conflict-free-electronics-products

Attached is a detailed letter of support template. It would be strongly appreciated if you return this form to me or write a short message of support. Please feel free to change the content of the attached letter.

Thank you very much,
I look forward to hearing from you!

 Alisha Thompson

Post Graduate Officer's Report

Kingsley Whittenbury 5th February 2013

- PG Community? PG Communication?

- PGS Association?

- Social activities?

- Events of interest to PGs

- Inaugural Flinders University PG award

- Social, environmental policy issues of professional concern?

O-Week Roster

Monday

		8am	9am	10am	11am	12pm	1pm	2pm	3pm
1	Stall		Jake				Adriana		
2	Stall			Chris				Paul	
3	Tent		Adriana				Jake		
4	Tent			Paul				Chris	

Tuesday

1	Stall		Jayson				Kingsley		
2	Stall			Dale				Leon	
3	Tent		Kingsley				Jayson		
4	Tent			Leon				Dale	

Wednesday

1	Stall		Dom				Abdullah		
2	Stall			Lauren				Paul	
3	Tent		Abdullah				Dom		
4	Tent			Paul				Lauren	

FUSA Membership Regulations

1. **Definitions**
   1.1. Student means a currently enrolled student studying at Flinders University
   1.2. FUSA means the Flinders University Student Association
   1.3. University means Flinders University

2. **Rights and Benefits of Membership**
   2.1. Members of the Association will have the following benefits:
      2.1.1. Access to all advocacy services managed by FUSA
      2.1.2. Discount at FUSA run events, and through other FUSA initiatives
      2.1.3. Regular updates through email about upcoming promotions, prizes and giveaways
      2.1.4. Eligible to enter competitions and giveaways through FUSA
   2.2. Members of the Association will have the following rights:
      2.2.1. Attend and vote at a General Meeting of the Association
      2.2.2. Stand for election and hold office as an office bearer or Student Council member
      2.2.3. Use and benefit from the services, amenities, and programs funded from the membership fee
      2.2.4. To inspect any financial records, policies, procedures, regulations, constitution or meeting minutes at reasonable request subject to Clause 7.5 of the Constitution
   2.3. Rights and benefits of membership are not capable of being transferred or transmitted to another person; and
   2.4. Terminate upon cessation of the membership

3. **Membership Requirements**
   3.1. Membership is free and voluntary
   3.2. Only Students may be members
   3.3. Members are bound by these Membership Regulations as well as the FUSA Constitution
   3.4. Membership will be for 1 year and will go from signup until midnight of the 31st December of the same year of signup

4. **Becoming a Member**
   4.1. The process of becoming a member via the website is:
      4.1.1. Create a website account/log-in to website account
      4.1.2. Navigate to the Store part of the website and purchase a 'FUSA Membership'
      4.1.3. FUSA will send a confirmation email shortly after welcoming the Student to being a Member
   4.2. The process of becoming a member via non-web means is:
      4.2.1. Filling out a membership form at a FUSA desk, ensuring it includes:
         4.2.1.1. Full name
         4.2.1.2. Student Number
         4.2.1.3. Signup Date
         4.2.1.4. Full home address

        4.2.1.5.   Contact Phone Number

        4.2.1.6.   Email address

    4.2.2. Once processed by an admin staff, an email will be sent welcoming the student to being a member of FUSA.

5. Termination of Membership

5.1. A membership may be terminated if:

    5.1.1. The student stops being a student

    5.1.2. The student breaches these regulations

    5.1.3. The student acts in a way that goes against the ethos of FUSA

    5.1.4. The student notifies FUSA that they wish to terminate their membership

5.2. The Student Council may vote to terminate a membership if they believe that a member has acted against the intentions of FUSA, as per 5.1.3 of these regulations;

5.3. A Student may notify FUSA of their wish to terminate membership either in writing or in person at a FUSA desk, and must include:

    5.3.1. Their full name

    5.3.2. Student Number or FUSA Membership Number

    5.3.3. Full home address

    5.3.4. Contact Phone Number

6. Register of Members

6.1. The Association shall maintain a Register of Members of the Association which records:

    6.1.1. the name, email address and postal address of each member of the Association; and

    6.1.2. the date of admission to, and cessation of, membership of each member.

6.2. The register of members will be kept in a confidential database and will only be accessible by FUSA Staff and Student Council for purposes relating to FUSA business

6.3. All membership details will be subject to the University's Privacy Policy

7. General Meetings

7.1. The Student Council will convene a General Meeting of members:

    7.1.1. Upon the receipt of a petition of at least fifty (50) Members of the Association that includes:

        7.1.1.1.   The question(s) to be considered at the General Meeting ;

        7.1.1.2.   The names, student numbers and signatures of the members making the request; and

        7.1.1.3.   Is given to the General Secretary or other member of the Executive Committee of the Association;

    7.1.2. By resolution passed at a Student Council meeting by absolute majority

7.2. If a General Meeting is requested the General Secretary of the Association:

    7.2.1. Must, within five (5) academic days of the request, fix a time, date, and place for the General Meeting; and

    7.2.2. Must give all members at least ten (10) academic days notice of the General Meeting

7.3. The notice of the General Meeting must be affixed to the Association's noticeboards and sent to all members via electronic transmission.

7.4. One hundred (100) members shall constitute quorum at a General Meeting, if quorum is not met within 30 minutes of the posted starting time, the General Meeting will lapse

7.5. The President of the Association shall preside at a General Meeting

7.6. Decisions of General Meetings will be binding to the Association, Student Council and its office-bearers if the meeting is quorate, and two-thirds of members in attendance vote in favour, provided they are not inconsistent with the Association's Constitution.

8. **Annual General Meeting**

8.1. There will be one Annual General Meeting per year

8.2. The order of business at the Annual General Meeting will be

8.2.1. to confirm the minutes of the previous Annual General Meeting;

8.2.2. to consider a report from the President;

8.2.3. to consider a report from the General Secretary on the Association's finances;

8.2.4. to consider the audited statement of the Association's accounts in respect of the most recently ended financial year of the Association; and

8.2.5. any other business of which notice has been given.

8.3. Notice for the Annual General Meeting will be given in the same way as a General Meeting outlined in 7.2 of these regulations;

8.4. Fifty members or 10% of the total number of members, whichever is the lesser number, in attendance shall constitute a quorum at an Annual General Meeting. If a quorum is not present within thirty (30) minutes after the time and place specified in the notice of the meeting issued in accordance with Clause 17.4, the Annual General Meeting will lapse.

9. **Membership Complaints and Concerns**

9.1. Members may submit a complaint or concern regarding their membership to any member of the Executive of the Association, including:

9.1.1. Student President student.president@flinders.edu.au

9.1.2. Manager, Student Engagement via fusa@flinders.edu.au

9.2. Members have the right to request in-person meetings with the President of the Student Association to resolve issues they feel are not being dealt with.

Election Regulations

Proposed Changes:

4.1	Change the dates to align with the Constitution
5.1	Change the dates to align with the Constitution
9.4	Change to make candidate statements mandatory
9.5	Change to RO's discretion
9.6	Remove original
9.7	Change to new 9.6 & outline consequences of breaching rules
9.7 (new)	Add rules around coercion or intimidation of voters
9.8	Add a bar against distributing in computer labs or eating/drinking areas
9.9	Add rule against no bribes for voters
9.10	Add rule against using FUSA funds for campaigning

Flinders University Student Association

Regulations for the Conduct of Elections

DRAFT CHANGES

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;

"**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   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.

7.2   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.

7.3.   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 with the candidates nomination form as well as in electronic form via email. Photos of candidates will not be permitted.

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 (which includes but is not limited to the material being false, offensive, deceptive, misleading, discriminatory or defamatory).

9.6   Any candidate or team of candidates that publishes, displays or distributes any inappropriate material will be required to remove the offensive 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.

9.7   No candidate or team of candidates is to engage in coercion or intimidation of voters. No candidate or team of candidates are to invite or allow students to vote on the spot using a computer, laptop, tablet or any other electronic device.

9.8   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.

9.9   Candidates are not allowed to offer food, beverage or other items outside of approved promotional material to students as part of their campaign.

9.10   Candidates or Teams of candidates are not allowed to use Flinders University Student Association resources, including but not limited to photocopiers and stationery for electoral campaigning.

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 is 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.

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

Club Finance Policy

Working Draft Version 0.1 *for Discussion*

Preamble

This document will cover two items, and will propose amendments to the Clubs and Societies Regulations:

1. The Club Grant Process including how Clubs will apply for, be approved for, receive and be accountable for the money allocated for Club Grants; and
2. The monetisation of FUSA services for Clubs

The Club Grant Process

The current process is time-intensive as far as administrative work is required, and leans towards micro-managing and not trusting clubs. The suggested process streamlines the work required, and tried to keep accountability transparent, important but easier. It also allows clubs more freedom to spend the money at will, rather than be tied down themselves with bureaucratic timelines and red tape.

The Monetisation of FUSA Services

The Student Council requires a non-SSAF income stream and will be investing heavily in support and services for Clubs. Changing these services to include a nominal fee to cover administrative costs as well as wear-and-tear of the facilities and objects in question will allow the Student Council to invoice the Office of Student Engagement on behalf of the Club, and the money accrued through this revenue can assist Student Council fund non-SSAF ventures as well as invest further into Club services.

Summary of Processes

SSAF-Funded Clubs accessing FUSA Services

The following steps are suggested for Clubs that are funded through SSAF. These are considered *Financially Affiliated Clubs* by FUSA. For the sake of example, a PA System being hired for $50 will be used, however the specific service and amount are fictional and do not reflect current thoughts about services or amounts.

1. Club asks FUSA to use PA System
2. Admin Officer draws up invoice for $50 on behalf of FUSA to the Office of Student Engagement
3. Admin Officer processes invoice through system, invoicing OSE
4. OSE approve invoice, depositing the amount into the FUSA (Student Council) bank account from SSAF account
5. Admin Officer emails invoice and remittance advice to the Club for their records & places a FUSA copy in storage

The above process can happen behind the scenes and, beyond asking for the service and being provided it, the Club does not need to become involved in the invoicing or handling of money

Non-SSAF Funded Clubs accessing FUSA Services

The following steps are suggested for Clubs that are not funded through SSAF. These are considered *Non-Financially Affiliated Clubs* by FUSA. For the sake of example, a PA System being hired for $50 will be used, however the specific service and amount are fictional and do not reflect current thoughts about services or amounts.

1. Club asks FUSA to use PA System
2. Admin Officer draws up invoice for $50 on behalf of FUSA to the Student Council
3. Admin Officer processes invoice through system, invoicing Student Council
4. Student Council Executive approve invoice, depositing the amount into the FUSA (Student Council) bank account from the Student Council Bank Account
5. Admin Officer emails invoice and remittance advice to the Club for their records & places a FUSA copy in storage

The above process can happen behind the scenes and, beyond asking for the service and being provided it, the Club does not need to become involved in the invoicing or handling of money.

Note, the money would technically be moving to/from the same account, but are in separate project lines.

SSAF Funded Clubs accessing Grant Money

The following steps are suggested for Clubs that are funded through SSAF. These are considered *Financially Affiliated Clubs* by FUSA.

Note that at this stage the Club would already be affiliated and would have provided bank account details, and signed a Statutory Declaration prohibiting them from spending the SSAF on illegal uses.

1. Affiliated Club applies for Semester 1 Grant by applying and invoicing FUSA
2. Student Council approve Club for Semester 1 Grant
3. Admin Officer processes invoice through System and deposits Semester 1 Grant amount into Club Bank Account in entirety

In addition to the above steps, at the end of Semester 1 each club will need to provide a bank statement, invoices (where appropriate) and receipts totalling the amount that they received as a grant. Any unspent money remaining in a bank account may roll over to Semester 2 for the Club. *But* at the end of the year on November 1st, the clubs must go through the same process of providing invoices, receipts and bank statements that add up to the Semester's Grant Money, however they then must also transfer any remaining funds back to FUSA, depositing this into the FUSA (Student Council) account.

Clubs that are unable to provide receipts and a bank statement that equal the amount given to them in grant money; or Clubs that have shown to misappropriate funds may be changed to being non-Financially Affiliated, or Dis-Affiliated and FUSA may take action to recoup funds misappropriated.

Several Grants will be made available throughout the year and will each be deposited using this process, but may have requirements for spenditure, for example a Grant may be made available for spending on *on-campus* events only, and so receipts for on-campus activities would be provided.

The Policy- Amendment to the Clubs & Societies Regulation
9. Grants

9.1. Club Grants are available to all student clubs affiliated with FUSA as a Financial Affiliate
Clubs that are affiliated as Non-Financial, or that do not meet affiliation requirements are not eligible for Club Grants

9.2. The number of, and value of Club Grants will be set by the Association and made available throughout the Year. These will be made publicly available as they come to hand.

9.3. Preference for funding will be given to clubs who:
9.3.1. Have higher percentages of current Flinders University student membership and FUSA members
9.3.2. Have a higher total of current Flinders University students
9.3.3. Have activities based on campus.
9.3.4. Make their own level of contribution to the expenses claiming for.

9.4. The process for applying for a Club Grant will be:
9.4.1. Filling out a Club Grant form made available by the Association for each Grant announced, both paper-form and online.
9.4.2. Submitting the Club Grant Form along with an invoice for the amount being requested. The invoice must be made out to the Flinders University Student Association.

9.5. The process for approving Club Grants will be:
9.5.1. The Admin Officers that receive the Club Grants will compile the applications that are eligible and forward them to the Executive Committee of the Association. Any incomplete or ineligible application will be returned to the submitting club.
9.5.2. The Executive Committee of the Association will make a preliminary decision for each application. Those that the Executive deem suitable will be forwarded to the Student Council to approve en masse.
9.5.3. Any application that is complete and eligible but is not accepted by the Executive will be forwarded to the Student Council to review.
9.5.4. Any application that is forwarded to the Executive that is ineligible or incomplete will be returned to the applicants.

9.6. Releasing the reason for approving or not approving a Club Grant application is at the discretion of the Executive Committee of the Student Council

9.7. The Association will deposit Grant money into the successful applicant's bank account through Electronic Funds Transfer.

9.8. At a time that the Association sets, not more than 2 weeks before or after the final teaching week of Semester 1, each Club in receipt of a grant during Semester 1 must provide to the Association:
9.8.1. A bank statement
9.8.2. Receipts of purchases
9.8.3. Invoices, where applicable, of purchases

9.9. At a time that the Association sets, not more than 2 weeks before or after the final teaching week of Semester 2, each Club in receipt of a grant during Semester 2, or any unspent Semester 1 Grant Money, must provide to the Association:

9.9.1. A bank statement

9.9.2. Receipts of purchases

9.9.3. Invoices, where applicable, of purchases

9.10. Any Club whose documents provided in accordance with Clause 9.7 and Clause 9.8 do not total the amount of Grant Money allocated to them, or any Club that is unable to provide the requested documents, may be:

9.10.1. Changed to Non-Financially Affiliated

9.10.2. Disaffiliated for a minimum of 6 months

9.10.3. Required to recuperate the lost money personally, in accordance with the signed Statutory Declaration

10. Service and Facility Use

10.1. All clubs will have access to hire or rent the FUSA services, spaces and facilities at a cost, and these must be booked through the Association.

10.2. The Association will set the price of each service, space and facility, and this price will be binding on all clubs regardless of Affiliation level or purpose

10.3. The Association may select to absorb or waive the cost of hire or rent as a gesture of goodwill for Clubs or Students

10.4. The Process for a Financially-Affiliated Club to rent/hire a service/facility will be:

10.4.1. Request the rental/hiring of the service/facility through Association

10.4.2. The administrative officer for the Association will draw up an invoice for the required amount on behalf of the Association, and invoice the Office of Student Engagement

10.4.3. The Office of Student Engagement will approve the invoice and deposit the amount into the FUSA (Student Council) bank account

10.4.4. The Admin Officer will email an invoice and remittance advice to the Club for their records as well as keep a copy for the Association's Records

10.5. The Process for a Non-Financially-Affiliated Club to rent/hire a service/facility will be:

10.5.1. Request the rental/hiring of the service/facility through Association

10.5.2. The administrative officer for the Association will draw up an invoice for the required amount on behalf of the Association, and invoice the Student Council

10.5.3. The Student Council will approve the invoice and deposit the amount into the FUSA (Student Council) bank account

10.5.4. The Admin Officer will email an invoice and remittance advice to the Club for their records as well as keep a copy for the Association's Records