



**Flinders University Student Council Meeting**  
**Agenda of the Meeting held on 1/12/2016**  
Committee Room, Registry Building

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## 2. Apologies

Sean Lamonby

### 7.1 Executive Committee – Christopher Norman

**Description:**

As per the Constitution

- 12.1. The Executive Committee is a committee of the Student Council, exercising delegated powers from the Student Council under Clause 10.3.
- 12.2. The Executive Committee: (a) may transact the business of the Association, on behalf of the Student Council, on urgent matters that the President and General Secretary consider cannot be held over until the next regular meeting of the Student Council; (b) may exercise such other powers as may from time to time be delegated to it by the Student Council; and (c) must provide the Student Council with reports of its activities at each meeting of the Student Council.
- 12.3. Decisions of the Executive Committee must be ratified at the next regular meeting of the Student Council and shall have the same effect as decisions of the Student Council, provided that such decisions are made in accordance with this Constitution and the Regulations.
- 12.4. The voting members of the Executive Committee are:
  - (a) the President (Chair);
  - (b) the General Secretary;
  - (c) the Education Officer; and
  - (d) Two (2) voting member of the Student Council elected by the Student Council.

**Motion:**

Student Council appoint \_\_\_\_\_ and \_\_\_\_\_ to be voting members of the Executive Committee

### 7.2 Empire Times Liaison Officer – Christopher Norman

**Description:**

As per the Empire Times Regulations:

‘Empire Times Liaison Officer’ means a member of Student Council who is appointed by Student



Council to this role to provide a communication link between the Empire Times Editorial Team and Student Council;

**Motion:**

Student Council appoint \_\_\_\_\_ to be the Empire Times Liaison Officer

### 7.3 Club Pool Funding Sub-Committee – Christopher Norman

**Description:**

The Club Pool Funding Subcommittee approves funding requests from Financially Affiliated Clubs, this generally occurs 3 times per year and will take approx. 4 hours work per meeting (2 hours to go through the proposals, 2 hours for the meeting).

The committee consists of the Clubs Officer (Adam Rau), the General Secretary, two elected members of Student Council and one club representative to be elected by Clubs and Societies Subcommittee.

**Motion:**

Student Council appoint \_\_\_\_\_ and \_\_\_\_\_ to sit on the Club Pool Funding Sub-committee

### 7.4 First Year Collective – Christopher Norman

**Description:**

As per the Standing Committees Regulations:

8. First Year Collective

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

8.2. The members of the First Year Collective are:

(a) the General Secretary or Student Council nominee elected by Student Council (chair);

(i) if at close of nominations, no General Council Member has been nominated, the position of chair will default to the General Secretary.

**Motion:**

Student Council appoint \_\_\_\_\_ to be the Chair of the First Year Collective and remove the word General from s8.2(a)(i) of the Standing Committee Regulations.



## 7.5 Standing Orders Review Committee – Christopher Norman

### **Description:**

There are a number of deficiencies in the current Standing Orders for Student Council and the Committees, instead of Random Changes being moved in an ad hoc manner and so a broad consensus on how Student Council Meetings and Committee meetings should operate into the future I propose that we create an ad hoc Standing Orders Review Committee to review and recommend any necessary changes to the Standing Orders to the February Student Council Meeting.

### **Motion:**

I move the creation of the Standing Orders Review Committee in accordance with s13 of the constitution with the General Secretary as the chair and \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ as the general members, to review the Standing Orders and report back to the Student Council on any recommended action in relation to the Standing Orders

## 7.6 Election Regulations Review Committee – Hamish Richardson

### **Description:**

There are a number of deficiencies in the current Election Regulations, instead of Random Changes being moved in an ad hoc manner and so a broad consensus on how Elections should operate into the future I propose that we create an ad hoc Election Regulations Review Committee to review and recommend any necessary changes to the Election Regulations to the March Student Council Meeting.

### **Motion:**

I move the creation of the Election Regulations Review Committee in accordance with s13 of the constitution with the General Secretary as the chair and \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ as the general members, to review the Election Regulations and report back to the Student Council on any recommended action in relation to the Election Regulations.

## 7.7 Events Budget – Chris O’Grady

### **Description:**

Please find attached [Appendix 2] the 2017 Events Budget. It has been endorsed by the incoming Social Activities Officer and Incoming Student President.

### **Motion:**

Student Council approve the 2017 Event Budget and allow for minor alterations as deemed appropriate by the Social Activities Officer and the Events and Projects Officer.



## 7.8 Regulation Changes – Chris O’Grady

### **Description:**

Student Council representatives and Empire Times Editors are all considered ‘student volunteer positions’ by the University.

The University has agreed to provide an honorarium in recognition of the contributions by Student Council representatives and Empire Times Editors. It is the University’s position that the honorarium is not to be contingent on performance of work.

### Changes that will take effect from December 1 2016

- Student Council representatives and Empire Times Editors will receive an honorarium, which is not contingent on work being performed
- No deduction of PAYG tax from the honorariums
- No superannuation contributions

In light of the above, it is necessary that changes are made to the regulations for Student Council Members Roles and Duties and the Empire Times regulations. I have attached proposed changes so that any link between the honorarium and performance of work is removed.

### **Motion:**

Student Council approve the proposed changes to the Student Council Members Roles and Duties and the Empire Times Regulations.

## 7.9 FUSA Premium Membership – Christopher Norman

### **Description:**

[See Appendix 1]

### **Motion:**

I move that Student Council endorse the basic idea of premium membership and empower the General Secretary as well as any other member of Student Council to investigate and begin to solicit potential benefits for FUSA premium members, with final student council approval, finalisation of conditions and implementation of the system to occur before semester 1 O’Week 2017

## 7.10 FUSA Bank Account – Christopher Norman

### **Description:**

Given the change of Student Council representatives, it is necessary to change the signatories on the FUSA People’s Choice Bank Account.

### **Motion:**

Student Council endorse the following:



## FLINDERS UNIVERSITY STUDENT ASSOCIATION

Student Council Agenda  
Meeting: 1st December 2016

As of December 1st 2016, the new signatories for the Flinders University Student Association People's Choice Business and Community Account will be as follows: Jordon O'Reilly (Student President) and Christopher Norman (General Secretary), with Caleb Pattinson and Simone Jowett to be removed from the signatories list.

Student Council directs the outgoing signatories and incoming signatories to complete the handover of the FUSA Bank Account by Friday December 9th 2016.

### 7.11 Postgrad Student Vouchers – Katt Hatzi

#### **Description:**

Last year the Postgrad Students Officer issued vouchers for the Co Op to postgrad students to assist in the purchasing of textbooks. This was highly successful, and several students that missed out as that this be implemented again in 2017. This will also give a chance for new postgrad students to receive assistance.

#### **Motion:**

Student Council approves \$3000 to be spent on Co Op vouchers to be purchased and issued to postgrad students (prioritising those who haven't received one).

### 7.12 Government Representatives – Jordon O'Reilly

#### **Description:**

It's great for FUSA to have working relationships with government representatives across the state in order to be able to lobby, petition to advance the student cause

#### **Motion:**

Student Council endorses the president to write to state and federal government representatives for South Australia and the relevant higher education portfolios introducing council for 2017 and raising some of FUSA's concerns

Student Council endorses \$100 to be spent on a roll of stamps to be used for this and future correspondence.

### 7.13 Promotion Prizes – Jordon O'Reilly

#### **Description:**

FUSA holds many promotions across the year and its always a great idea to have prizes we can stock up on

#### **Motion:**

FUSA will purchase \$500 worth of gift cards/movie vouchers to be used for promotions across next year.



## 7.14 Restructure – Jordon O’Reilly

### **Description:**

The university has recently announced its revised academic restructure plan. FUSA is once again concerned with the lack of consultation with students about these massive changes. Student Council notes that the university has ignored our request to be consulted on the changes.

### **Motion:**

Student Council condemns the lack of consultation and transparency in the University restructure. Student Council in solidarity with staff condemns any staff cuts because of the restructure. The Student President and Education officer will work on a formal submission to the university.

## 7.15 Student Consultation and O’Week Event – Kate Gallagher

### **Description:**

In my time speaking with students with disabilities I have found that many are struggling with their studies due to not receiving adequate support for their disabilities, as they are not aware of the support they can access. This applies particularly to students with mental health conditions or short term injuries, as many do not realise that they are actually able to receive support for their conditions, and often expressed feeling that their issue was ‘not serious enough’. In order to ensure that students with disabilities have fair and equal access to educational opportunities, more awareness of disability services must be raised and students must be more engaged with university support services. Students with longer-term illnesses and disabilities have reported difficulty figuring out how to manage their studies as well as their health, and expressed desire for support around this issue.

Further engagement with students is also required in order to guide my representation of them, and I feel that the Disabilities Collective is a good platform for this, however I am concerned that some students may not be able to attend collective meetings due to their disabilities, or may not feel comfortable doing so. In this case, I believe that an anonymous survey would be an effective way to ensure that a good amount of students’ voices are heard. This would also be at no cost.

Furthermore, in response to current feedback from students - an O’Week event focused on managing disability and study, and raising awareness of support services available would be of benefit to first-year and new students with disabilities. The event would consist of: a presentation/Q&A on disability support at Flinders, advice and recommendations for managing university with a disability, a free lunch for attendees, followed by a meeting for the disabilities collective where interested students would be encouraged to sign up to the collective.

### **Motion 1:**

Student council approve the creation of a survey to engage with students with disabilities.

### **Motion 2:**

That student council approve the running of a Disabilities event and Disabilities Collective Meeting in O’Week 2017, and approve the spending of \$200 for catering from the Disabilities Officer’s budget.



## 7.16 First Year/New Student's Guide – Kate Gallagher

### **Description:**

Many universities nationally and internationally produce small guidebooks for new students, written by students. These are of great value for new students and in particular first year students, as it is refreshing to read advice about attending university from a fellow student's perspective. I feel that students with disabilities or without much social support at university would benefit greatly from this as it will enable them to learn more about campus culture, support services, activities and courses. I received a guide published by the SRC when I began my studies at The University of Adelaide in 2012, and I found it helped me to know what to expect from university both academically and socially. This could be a printed guide, but an online guide would also be a good option, especially to ensure accessibility. Ideally this will be completed by O'Week 2017. Establishing a small group to put this guide together would be a good start, and due to my experience in media and publications I am happy to provide guidance on this.

### **Motion:**

Student council endorses the idea of a new students' guide, and appoints a working party to compile the guide.

## 8.1 Meeting Times for 2017

### **Description:**

As was briefly discussed at the induction day the first Tuesday of the month will not work for everyone on the 2017 council. This discussion is to find a time which suits everyone.



# FUSA Premium Membership

[Note this proposal in no way endorses the reduction of current services or amenities to students who would not participate in the proposed membership system]

A large number of student unions and associations charge a membership fee. These fees tend to range from \$10 to \$100 per year. All of the Unions and Associations investigated also provide benefits for non-member or basic membership students. There are a number of pros and cons with paid membership, some of the cons are:

- Reduced number of members
- Some services are not able to reach all students
- Some students cannot afford membership
- Students may resent that they pay SSAF and still need to pay for Union membership

However the pros of paid membership tend to far outweigh the cons:

- Unions/Associations with paid membership tend to offer better and more services
- Membership fees are a source of independent revenue
- Students engage more with the Union/Association because they feel invested in it

While the membership benefits vary from Uni to Uni there are a number of benefits that are fairly common to most of the student unions, these include:

- Free Food (at a set time at a regular period)
- Discounts on Union events
- Discounts on campus food outlets and stores
- Free Merchandise
- Discounts on off campus locations (5% off Coles and Woolworths is very common)
- Discounts on Gym memberships

One particular student organisation (Curtain University Student Guild) runs a system where every student is automatically a member of the Student Guild but students must 'activate' their 'Full Membership' to receive all the benefits of being a member. FUSA could have a similar system, while a standard membership would still be free; FUSA members could pay a small fee and start receiving extra benefits from the Student Association.

FUSA could reasonably investigate providing the following for a premium membership without compromising the work we already do:

- Free Lunches (once a fortnight or once a month)
- Discounts on FUSA events (Pubcrawl, Ball etc. would need to be factored into the cost of these events)
- Free Merchandise
- Discounts on campus food outlets
- Discounts on off campus locations

Most unions tend to use a form of membership card to access these benefits and this would probably be the best fit for FUSA unless a better alternative could be found.

It is likely that a fee at the low end of the scale ~\$15-\$25 would work at Flinders however this would need to be contingent on the benefits that are able to be secured.

Attached below is some example of Union membership costs and benefits:

#### Adelaide University Union Membership - \$15 per year

- Free Lunch once per fortnight
- Discounts on Events
- Free snacks once per semester
- Koala Picnic?
- Discounts at on and off campus stores

#### James Cook University Student Association - \$39 - \$25 per year (Different Prices for Townsville and Cairns Campuses)

- Free Shirt
- No \$50 Joining Fee at Gym
- Social Sport Discounts
- Membership Discount Card
- Discounted Entry JCUSA Pool
- Free Year Planner
- Voting rights in JCUSA elections
- \$10 Squash Court Hire
- Free Coffee Upgrades
- Eligibility to run for Student Council Positions
- Free Tennis & Beach Volleyball

#### RMIT Student Union - \$10 per year

- Free or half price tickets to all RUSU events, trips and courses
- Free drinks at RUSU weekly events
- The ability to run in the annual Student Union Council elections
- Discount and priority access to all Student Union run RSA, First Aid and Food handling courses
- Fortnightly RUSU NewsFeed subscription
- Access to exclusive member updates and giveaways

#### Curtain University Student Guild – Two tiers of membership, Free Signup (\$99 for non-students, \$90 for NTEU members)

- Up to 10% Discount on all food items across Guild Food outlets
- Up to 20% discount off hot beverages (coffee, tea, hot chocolates)
- Discounts at Guild retail outlets
- 5% off Coles gift Cards (available from Guild Reception)
- Discounted entry to Guild events
- Discounted tickets to the movies, Adventure World & Rottnest Ferries at The Spot

#### University of Sydney Union - \$75 per year (discounts for buying early, renewals or buying multiple years at a time)

- Discounts for Events
- 15% off food and campus stores
- Free Lunches (unsure on regularity)
- Off campus discounts
- Entry into competitions

Deakin University Student Association – 3 tiers of paid membership

- [currently no info, website will update mid January]

La Trobe Student Union - \$40-\$60 per year

- Off Campus Discounts
- Discounts on Events
- Cheap Movie Tickets
- Discounts on Second Hand Bookshop
- Cheaper on campus Food and Drink
- Members BBQ once per week
- 10% off LTSU T-Shirts and Keep Cups, \$5 off hoodies
- 20% off club memberships
- 30% off Gym memberships
- Discounted Members only locker hire
- Cheap Short Courses



## Student Council Members Roles and Duties Regulations

**Flinders University Student Association Approved 02/12/2014**

This regulation specifies the duties of the office bearers of the Association and the Student Council members with a portfolio as specified in Clauses 9.1 and 9.2 of the Constitution.

### **1. The President shall:**

- b) be the official spokesperson of students and the Student Council and make representations on behalf of students to the University, media, governments, and external organisations;
- c) Chair the Student Council;
- d) communicate the activities of the Student Council to students, using any means he/she considers appropriate;
- e) provide the Council with a written report of his/her activities as President at each meeting of the Student Council;
- f) provide assistance to Student Council Members and office bearers as required;
- g) be responsible for the implementation and coordination of the Student Council's education campaigns;
- h) Be available for consultation in their office on campus as often as practicable; and organise and attend at least four university wide student forums annually to receive feedback from students about FUSA and the University.
- i) Spend at least the equivalent of thirty (30) hours each week performing these duties.

### **2. The General Secretary shall be responsible for:**

- a) all monies of the Association;
- b) maintaining the financial records of the Association;
- c) keeping a register of all assets held by the Association;
- d) the preparation of an annual budget for the Association;
- e) the presentation of a financial report to each meeting of the Student Council meeting and the Annual General Meeting;
- f) Provide the Student Council with a written report of his/her activities as General Secretary at each meeting of the Student Council.
- g) calling all General Meetings of members;
- h) being responsible for the inward and outward correspondence of the Association;
- i) maintaining up to date records of the Association's membership including contact details for members; and
- j) Chair meetings of the Clubs and Societies Collective;
- k) Chair the First Year Collective; and
- l) Spend at least the equivalent of ten (10) hours each week performing these duties.

### **3. Education Officer shall:**

- a) chair the Student Representative Network;



- b) be responsible for the coordination and implementation of the Student Council's education campaigns as directed by the Student Council and in cooperation with the President;
- c) promote and facilitate student activity on education related issues;
- d) develop education campaign proposals for consideration by the Student Council;
- e) liaise with local, national and international organisations working on education issues;
- f) provide the Student Council with a written report of his/her activities as Education Officer at each meeting of the Student Council;
- g) Spend the equivalent of at least three (3) hours a week performing these duties.

**4. Women's Officer shall:**

- a) identify as a woman;
- b) act as an advocate on behalf of women students;
- c) be the spokesperson of women students;
- d) ensure that women students are referred to relevant campus or non-campus services in relation to personal and academic matters;
- e) liaise and network with other women's organisations and bodies on campus and outside of the University;
- f) be responsible for the coordination and implementation of campaigns on issues of importance to women students;
- g) provide the Student Council with a written report of her activities as Women's Officer at each meeting of the Student Council;
- h) Chair the Women's Collective;
- i) liaise with the Women's Action Group, comprising of women students; and
- j) Spend the equivalent of at least three (3) hours a week performing these duties.

**5. Welfare Officer shall:**

- a) liaise and network with State and National welfare and community sector groups and peak bodies;
- b) be responsible for the coordination and implementation of the Student Council's welfare campaigns, as directed by the Student Council;
- c) Chair the Welfare Collective;
- d) Chair the External and Regional Collective;
- e) provide the Student Council with a written report of his/her activities as Welfare Officer at each meeting of the Student Council; and
- f) Spend the equivalent of at least three (3) hours a week performing these duties.

**6. Queer Officer shall:**

- a) identify as Gay, Lesbian, Bisexual, Transgender, Transsexual, Intersex or Queer (GBLTTIQ);
- b) act as an advocate on behalf of Gay, Lesbian, Bisexual, Transgender, Transsexual, Intersex and Queer (GLBTTIQ) students;
- c) recognise the importance of sexual and gender diversity and seek to be inclusive of all members of the Gay, Lesbian, Bisexual, Transgender, Transsexual, Intersex and Queer (GBLTTIQ) community;
- d) liaise and network with other organisations that provide support to and representation for Gay, Lesbian, Bisexual, Transgender, Transsexual, Intersex and Queer identifying people;



- e) be responsible for the coordination and implementation of campaigns on issues of importance to Gay, Lesbian, Bisexual, Transgender, Transsexual, Intersex and Queer (GBLTTIQ) identifying students;
- f) Chair the Queer Collective
- g) communicate the views of Gay, Lesbian, Bisexual, Transgender, Transsexual, Intersex and Queer students to the Student Council;
- h) provide the Student Council with a written report of their activities as Queer Officer at each meeting of the Student Council;
- i) liaise with the Queer Action Group, comprising of Gay, Lesbian, Bisexual, Transgender, Transsexual, Intersex and Queer (GBLTTIQ) identifying students; and
- j) Spend the equivalent of at least three (3) hours a week performing these duties.

**7. Postgraduate Students Officer shall:**

- a) be a Postgraduate student;
- b) collect and provide information on the needs of Postgraduate students to the Student Council;
- c) liaise with other bodies that provide representation and, personal and academic support to Postgraduate students;
- d) be responsible for the coordination and implementation of campaigns on issues of importance to Postgraduate students;
- e) provide the Student Council with a written report of his/her activities as Postgraduate Officer at each meeting of the Student Council;
- f) chair the Postgraduate Students Collective comprising of Postgraduate students;
- g) communicate the activities of the Student Council to the Postgraduate Students Sub-Committee; and
- h) Spend the equivalent of at least three (3) hours a week performing these duties.

**8. International Students Officer shall:**

- a) be an International student;
- b) collect and provide information on the needs of international students to the Student Council;
- c) liaise with other bodies that provide representation and, personal and academic support to International students;
- d) be responsible for the coordination and implementation of campaigns on issues of importance to International students;
- e) provide the Student Council with a written report of his/her activities as International Students Officer at each meeting of the Student Council;
- f) chair the International Students Collective comprising of International students;
- g) communicate the activities of the Student Council to the International Students Sub-Committee; and
- i) Spend the equivalent of at least three (3) hours a week performing these duties.

**9. Indigenous Students Officer shall:**

- a) identify as Indigenous/Aboriginal or Torres Strait Islander;
- b) advocate on behalf of Indigenous students on campus;
- c) liaise and network with other organisations that provide support to and representation for indigenous people;



- d) be responsible for the coordination and implementation of campaigns on issues of importance to Indigenous students;
- e) Chair the First Nations Collective.
- f) communicate the views of Indigenous students to the Student Council;
- g) provide the Student Council with a written report of his/her activities as Indigenous Officer at each meeting of the Student Council;
- h) liaise with Yungorrendi, First Nations Centre for Higher Education and Research; and
- i) Spend the equivalent of at least three (3) hours a week performing these duties.

**10. Environment Officer shall:**

- a) be responsible for the coordination and implementation of the Council's environment campaigns as directed by the Student Council;
- b) promote and facilitate student activity on environmental issues;
- c) develop environmental campaign proposals for consideration by the Student Council;
- d) Chair the Environment Collective;
- e) liaise and network with Flinders University, State and National environment groups;
- f) provide the Student Council with a report of his/her activities as Environment Officer at each meeting of the Student Council; and
- g) Spend the equivalent of at least three (3) hours a week performing these duties.

**11. The Social Activities Officer shall:**

- a) be responsible for the ongoing organization and management of the activities deemed 'social' rather than political that are run under FUSA's name
- b) Chair the Social Activities Collective
- c) review, change and add to the FUSA Social Calendar as they seem fit, with the approval of Student Council
- d) be the contact point for FUSA members conducting campaigns with a social aspect
- e) utilize the other council members, in particular the Ordinary Members of Council to ensure successful events are conducted
- f) provide the Student Council with a written report of his/her activities as Social Activities Officer at each meeting of the Student Council; and
- g) Spend the equivalent of at least three (3) hours a week performing these duties.

**12. The Accessibility Officer shall:**

- a) advocate for students who live with a disability
- b) Chair the Accessibility Collective
- c) advise the Student Council on any practice that may be deemed ablest, or may discourage those living with disabilities from joining or attending FUSA events
- d) run campaigns and work with similar advocacy groups, university staff, or others to ensure the best interests of students living with disabilities is taken into account
- e) provide the Student Council with a written report of his/her activities as Abilities Officer at each meeting of the Student Council; and
- f) Spend the equivalent of at least three (3) hours a week performing these duties.

**13. The Mature Age Officer shall:**





- a) identify as a mature age student;
- b) act as an advocate on behalf of mature age students;
- c) be the spokesperson of mature age students;
- d) ensure that mature age students are referred to relevant campus or non-campus services in relation to personal and academic matters;
- e) liaise and network with other mature age's organisations and bodies on campus and outside of the University;
- f) be responsible for the coordination and implementation of campaigns on issues of importance to mature age students;
- g) provide the Student Council with a written report of their activities as Mature Age Officer at each meeting of the Student Council;
- h) Spend the equivalent of at least three (3) hours a week performing these duties.

#### 14. The Ordinary Council Members shall:

- a) assist office bearers in carrying out their duties;
- b) communicate the activities of the Student Council to the general student population;
- c) participate in Student Council activities and events;
- d) participate in at least one student campus Action Group/Collective or Sub-Committee
- e) ensure that they make themselves aware of relevant information relating to Student Council matters.
- f) Spend the equivalent of at least two (2) hours a week performing these duties.

#### 15. Honorariums

- a) ~~The Student Council Executive will meet monthly to review the ongoing performance of each Council Member and will consider whether each Council Member has completed the required duties to receive their honorarium for each month.~~
- b) ~~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:
  - a. ~~An Office Bearer report; or~~
  - b. ~~any other relevant form~~~~
- c) ~~For all Council Members that have been approved by the Executive, this will go to the Council for ratification at the next Student Council meeting. If Council does not vote in favour, it will go to discussion and may be denied.~~
- d) ~~Any member of Student Council that the Executive do not approve will be notified and given the chance to provide additional documentation reflecting their work. They will have the opportunity to make their case to the full Student Council at the next meeting before a vote.~~
- e) ~~If a member of Student Council works over the expected hours they will receive nothing extra but their hours may be carried over to the next month or retrospectively for months where their honorarium was not paid.~~

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# Empire Times Regulations

*As ratified 05/04/2016.*

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## 1. Objectives

- 1.1. The purpose of these regulations is to:
- 1.2. Provide policy, guidelines and processes for Empire Times Editors
- 1.3. Provide regulation for the powers, duties, obligations, code of conduct and responsibilities of the Empire Times Editors
- 1.4. Provide guidance with regards to the relationship between the Empire Times Editors, Student Council and FUSA.

## 2. Definitions

- 2.1. The definitions in Clause 1 of the FUSA Constitution apply to these regulations.
- 2.2. In these regulations:

**'Current Student'** means any currently enrolled student of the University, who is enrolled as a full-time, part-time or external student as defined by the University. "As defined by the University" is a composite of the University Council definitions of: 'Postgraduate Student', 'Undergraduate Student' and 'current enrolment';

**'Empire Times Editor'** means a student elected or appointed to the position of Empire Times Editor;

**'Empire Times Editorial Team'** refers to the team of students elected or appointed to edit Empire Times;

**'Empire Times Liaison Officer'** means a member of Student Council who is appointed by Student Council to this role to provide a communication link between the Empire Times Editorial Team and Student Council;

**'FUSA'** refers to the Flinders University Student Association;

**'Media Officer'** is the person employed by the University responsible for creating and maintaining FUSA's public image.

## 3. Relationship between Student Council, FUSA and Empire Times

- 3.1. Student Council is the governing body of Empire Times
- 3.2. Neither Student Council nor FUSA will interfere with the operation or publication of Empire Times provided the Empire Times Editors:
  - (a) Ensure Empire Times remains a medium through which all Flinders' student views may be expressed
  - (b) Abide by the obligations and code of conduct as stipulated in these regulations
  - (c) Do not undertake illegal activities



- (d) Do not discriminate on the basis of a person's age, sex, sexuality, race, ethnicity, pregnancy, caring responsibilities, religion, physical disability, mental illness, chosen gender or other personal characteristic under the terms of the South Australian Equal Opportunity Act (hereafter referred to as the 'Act').
- (e) Fulfil their obligations under the Act.

#### **4. Student Council and FUSA Obligations**

4.1. Student Council and FUSA have an obligation to:

- (a) Allow the publication of any material, including material related to Student Council, FUSA, the University and/or associated organisations and/or persons, except in circumstances where it would be illegal or discriminatory for the material to be published.
- (b) Not interfere with any editorial decision of the Empire Times Editorial Team, other than as sanctioned by Section 3.
- (c) Provide access to appropriate training and facilities throughout the year required for the Empire Times Editorial Team to fulfil their roles, as determined in consultation with the Manager, Student Engagement (or their nominee).
- (d) Ensure that the Empire Times Editorial Team are able to take an active part in the FUSA budgeting process in relation to Empire Times.

#### **5. Empire Times Editor Obligations**

5.1. The role of Empire Times Editors encompasses the following duties:

- (a) Ensure that as many printed copies of Empire Times are distributed as is reasonably practicable.
- (b) Provide the Media Officer (or their nominee) with an electronic copy of each issue to be uploaded online on the date the physical publication is delivered.
- (c) Allocate four (4) pages to the FUSA Student Council each issue. These pages may be used for any purpose the FUSA Student Council deems appropriate. Student Council must work in consultation with the editors in exercising this right through an Empire Times Liaison Officer, appointed by Student Council. The Student Council may use fewer pages if it sees fit. Empire Times Editors may grant extra pages at their discretion. Allocate two (2) pages to FUSA operations each issue to promote the official activities and campaigns of FUSA. These pages may be used for any purpose the FUSA Media Officer deems appropriate. The Media Officer



must work in consultation with the editors in exercising this right. The Media Officer may use fewer pages if it sees fit. Empire Times Editors may grant extra pages at their discretion.

- (d) Appoint and train a team of sub-editors.
- (e) With the Media Officer, negotiate the publication schedule for their term of office at the beginning of each year. However, it may be updated throughout the year.
- (f) consult the Media Officer about any proposed changes to the publication schedule and Student Council must be advised of any such changes at its next meeting.
- (g) provide appropriate handover guidance and all necessary assistance to incoming Empire Times Editors upon the election or appointment of new editors.
- (h) provide at least two copies of each Empire Times edition to be distributed to FUSA for the purposes of archives. The Media Officer is responsible for the archiving of all editions.
- (i) provide a quarterly report to Student Council indicating how many hardcopy and digital copies of each Empire Times edition released since the previous Committee meeting were distributed, and how many were left undistributed.
- (j) Ensure that as many printed copies of Empire Times are distributed as is reasonably practicable.
- (k) Mail or digitally transfer copies of Empire Times to editors of other student publications where possible, in order to share ideas, skills and information, and to promote a spirit of cooperation and goodwill amongst student media, as well as establishing links between student media groups and between universities.
- (l) Endeavour to increase the prominence of the publication within the general student body and wider community.

5.2. An Empire Times Editor must not:

- (a) make significant deviations from the publication schedule agreed to without reasonable excuse or appropriate consultation both with the Media Officer and Empire Times Liaison Officer.
- (b) be found by a court of law to have broken any law in connection with their duties as an Empire Times Editor.
- (c) Misappropriate any amount of Student Media funding.

## 6. Code of Conduct for Empire Times Editors



6.1. Empire Times Editors must:

- (a) make Empire Times a medium through which all Flinders' student views may be expressed, rather than only that of the editors, or any other person or group.
- (b) Act in accordance with all FUSA Regulations and all Flinders University policies including the Equal Opportunity Policies.
- (c) Not engage in any behaviour that contravenes Flinders University Equal Opportunity Policy such as bullying, discrimination or harassment  
Note: The policy may be found on the Flinders University website located here: <http://www.flinders.edu.au/ppmanual/equal-opportunity/>
- (d) Ensure all sub-editors and volunteers are treated fairly and without discrimination.

6.2. Empire Times editors must abide by the Media, Entertainment and Arts Alliance Code of Ethics as stated below:

- (a) Report and interpret honestly, striving for accuracy, fairness and disclosure of all essential facts. Do not suppress relevant available facts, or give distorting emphasis. Do your utmost to give a fair opportunity for reply.
- (b) Do not place unnecessary emphasis on personal characteristics, including race, ethnicity, nationality, gender, age, sexual orientation, family relationships, religious belief, or physical or intellectual disability.
- (c) Aim to attribute information to its source. Where a source seeks anonymity, do not agree without first considering the source's motives and any alternative attributable source. Where confidences are accepted, respect them in all circumstances.
- (d) Do not allow personal interest, or any belief, commitment, payment, gift or benefit, to undermine your accuracy, fairness or independence.
- (e) Disclose conflicts of interest that affect, or could be seen to affect, the accuracy, fairness or independence of your journalism. Do not improperly use a journalistic position for personal gain.
- (f) Do not allow advertising or other commercial considerations to undermine accuracy, fairness or independence.
- (g) Do your utmost to ensure disclosure of any direct or indirect payment made for interviews, pictures, information or stories.
- (h) Use fair, responsible and honest means to obtain material. Identify yourself and your employer before obtaining any interview for publication



or broadcast. Never exploit a person's vulnerability or ignorance of media practice.

- (i) Present pictures and sound which are true and accurate. Any manipulation likely to mislead should be disclosed.
- (j) Do not plagiarise.
- (k) Respect private grief and personal privacy. Journalists have the right to resist compulsion to intrude.
- (l) Do your utmost to achieve fair correction of errors.

## **7. Appointment of Empire Times Editors**

- 7.1. Empire Times Editors shall be elected annually at the time of the FUSA elections.
- 7.2. It is not permitted for a student to simultaneously be a member of Student Council and an Empire Times Editor. Candidates are not allowed to nominate for both a position on Student Council and as an Empire Times Editor.
- 7.3. Candidates shall run in teams of three. Candidates can only nominate for one team and shall not simultaneously nominate in multiple teams.
- 7.4. Only currently enrolled students can nominate as an Empire Times Editor.
- 7.5. The term of office for Empire Times Editors is from the 1 December to the 30th of November.
- 7.6. Upon the expiration of their terms of office, all materials and resources under the control of the outgoing Empire Times Editors will be transferred to the new Empire Times Editors. This includes, but is not limited to, office space, social media accounts, email accounts, and website access codes.
- 7.7. If a person ceases to be an Empire Times Editor before the end of their term, their position will be filled by appointment.
- 7.8. In the event of an Empire Times Editor ceasing to hold office the committee to appoint an Empire Times editor will consist of the Media Officer, a representative from Flinders Marketing and Communications Office, the remaining Editors of Empire Times Magazine and three (3) members of student council including the Empire Times Liaison Officer whom will chair the appointment committee and whom will have the casting vote.

## **8. Ceasing to be an Empire Times Editor**

- 8.1. A person ceases to be an Empire Times Editor:
  - (a) Upon the expiration of their term of office;
  - (b) Upon the receipt by Empire Times Liaison Officer or Manager, Student Engagement of a written letter of resignation;



- (c) Upon being dismissed pursuant to these Regulations
- (d) When the Editor ceases to be a current student of Flinders University.

8.2. In the event that an Empire Times Editor resigning or being removed, the remaining Empire Times Editors shall continue in their roles until they cease to hold the position in a manner prescribed in Clause 7.8.

## **9. Removal of Empire Times Editor(s)**

- 9.1. An Empire Times Editor can only be removed in the event of a serious breach of their obligations or code of conduct.
- 9.2. In the event of a suspected breach of Empire Times Editor Obligations or Code of the Conduct as per these regulations, the Executive of Student Council is required to meet to decide whether or not a committee will be established to investigate the issue
- 9.3. The committee shall consist of the Empire Times Liaison Officer, Manager, Student Engagement, the Student Equal Opportunity Advisor or, if unavailable, a member of Student Assist and two other student council representatives chosen by the Executive of Student Council.
- 9.4. The committee shall be chaired by the Empire Times Liaison Officer.
- 9.5. The committee must determine whether the Empire Times Editor or Editors in question breached an Empire Times Editor Obligation or Code of Conduct.
- 9.6. The committee may employ any methods and procedures it sees fit in order to make this determination, but must abide by the principles of procedural fairness and natural justice.
- 9.7. The committee must ensure the Empire Times Editor/s in question are afforded a face to face hearing before the committee, and are aware of the content of all allegations made against them at least 24 hours before the time of the hearing.
- 9.8. The committee must seek professional advice where applicable.
- 9.9. The committee must make a recommendation, agreed to by four or more votes, whether there has been a breach of Empire Times Editor Obligations or Code of Conduct to Student Council and inform all three Empire Times editors immediately of the decision.
- 9.10. A report prepared by the chair of the committee with this recommendation must be submitted by the chair for approval at the next Student Council Meeting, which should be held as soon as practical. The report is to remain as 'in camera' due to allow for sensitive information to remain confidential.
- 9.11. All three Empire Times Editors will be notified of the committee's report, given seven days' notice before Student Council meets and also be given an





opportunity to present a prepared statement to Student Council. This statement may not contain any new information.

- 9.12. In the event of there not being seven (7) days between the next meeting of Student Council and a decision being reached by the committee, the Executive of Student Council must decide whether to postpone the Student Council meeting to allow for seven (7) days notice or call a special meeting to address the committee's findings, allowing for seven (7) days notice.
- 9.13. If the recommendation is that the Empire Times Editor be removed from their position, a motion must be put: "Student Council accepts the committee's determination that [name(s)] breached a serious Empire Times Editor Obligation and/or Code of Conduct, and hereby removes [name(s)] as (an) Empire Times Editor(s)." This motion may only be passed by a two thirds majority of Student Council.
- 9.14. If the committee's recommendation is that the Empire Times Editor not be removed from their position, then no motion to remove the Empire Times Editor may be put to Student Council and the editor will be informed as soon as practicable by the Empire Times Liaison Officer. No special meeting of Student Council need be called.
- 9.15. In the event that the determination to remove an Empire Times Editor must be made the Empire Times Liaison Officer will inform all Empire Times Editors of the determination of Student Council as soon as practicable after the meeting.

## 10. Publication Approval Process

- 10.1. The Manager, Student Engagement (or nominee) shall be responsible for:
  - (a) Approving all advertising in Empire Times pursuant with Section [1415](#);
  - (b) Overseeing the Empire Times budget;
  - (c) Approving the publication schedule for all issues of Empire Times. Changes to the publication schedule may be negotiated as per clause 5.1(f).;
  - (d) Approving the pre-press document of each issue of Empire Times;
  - (e) Approving final payment for the publication of each issue of Empire Times.
- 10.2. Editors' honoraria pursuant with Section [114](#)
- 10.3. Except where required by law or sanctioned by Section 3 FUSA shall not interfere with the editorial independence of Empire Times
- 10.4. The Manager, Student Engagement (or nominee) may prevent the distribution of an issue of Empire Times if FUSA has reasonable grounds to fear legal action may



be taken against FUSA should the issue be distributed. However, such a decision may be overruled by a two thirds majority Student Council vote.

## **11. Empire Times Volunteers**

- 11.1. Empire Times Editors may appoint and remove volunteers (contributors) at their discretion.
- 11.2. Empire Times Editors may use their allocated budget to incentivise contributions and reward volunteers for their work for the publication.

## **12. Empire Times Content**

- 12.1. Content which presents a particular point of view or opinion of an author may be published in Empire Times.
- 12.2. Editors are obligated to print the below disclaimer on the contents page of each edition of Empire Times;  
*“The opinions expressed herein are not necessarily those of the editors, Flinders University, or Flinders University Student Association. Reasonable care is taken to ensure that Empire Times articles and other information are up-to-date and as accurate as possible, as of the time of publication, but no responsibility can be taken by Empire Times Magazine for any errors or omissions contained herein.”*
- 12.3. The editors are free to publish an additional disclaimer alongside opinion pieces to remind readers that the opinions expressed are those of the author and not necessarily those of the editors, FUSA, Student Council or Flinders University.
- 12.4. An opinion piece may be biased; however, it must still present the facts accurately, abide by relevant laws and treat interviewees and sources properly, as per these regulations
  - (a) Opinions which disagree with or criticise FUSA, Student Council and/or Flinders University, its position, actions and/or conduct may be published in Empire Times other than as sanctioned by Section 3
  - (b) The publication of diverse and contrary views, shall be considered part of the aim of Empire Times, which is to provide a democratic and transparent forum in which student affairs and interests can be discussed. The publication of diverse and dissenting views is also consistent with the values of balance, independence and the rights of all groups, including the marginalised, to be heard.
- 12.5. FUSA recognises that some students contributing to Empire Times may only be willing to contribute if allowed to remain anonymous or use a pseudonym. In the



interests of providing a democratic forum, where all groups have the right to be heard, anonymous or pseudonymous contributions shall be permitted and the editors shall be responsible for maintaining the confidentiality of an anonymous or pseudonymous author's identity.

- 12.6. The editors should prevent the use of anonymous or pseudonymous publications from interfering with the values of this policy: truth, balance, independence, respect and the rights of all groups, including the marginalised, to be heard.

### 13. Complaints

- 13.1. Where a person feels that they, another person or another group have been treated unfairly, they shall have a right of reply. This right shall be exercisable by contacting the Empire Times editors who shall advise what avenues can be taken, such as, the publication of a Letter to the Editor
- 13.2. If a person feels that their right of reply provides insufficient reparation for the damage caused they may register a complaint. A complaint may only be registered by someone who is affected either as the subject of perceived unfair treatment or as the member of a group which believes itself to have been treated unfairly.
- 13.3. A complaint in the first instance should be registered with the Editors in writing or by email. A complainant is entitled to receive a response and to have their confidentiality respected
- 13.4. A complaint should be made in a timely manner, no more than ten academic days or two weeks, whichever is the lesser, following the release of an edition of Empire Times. The editors may report on and respond to complaints after this time, but are not required to.
- 13.5. If a complainant is not satisfied with the Empire Times Editors' response the Empire Times Editors must provide the complainant with the Media Officer's contact details.

### ~~14. Empire Times Editors' Honoraria:~~

- ~~14.1. The Empire Times Editors will automatically receive their honorariums on a fortnightly basis.~~
- ~~14.2. In the event of one issue being more than twelve (12) days late or three issues being less than twelve (12) days late, the student council may withhold for a period, the Empire Times Editors honoraria payment pending advice from the Media Officer to withhold the Empire Times Editors' honorariums.~~



#### **15.14. Sponsorship and Advertising**

~~15.1.14.1.~~ The FUSA Media Officer may solicit advertising material on behalf of FUSA and under the direction of the Manager of Student Engagement. Editors may work in conjunction with the FUSA Media Officer.

~~15.2.14.2.~~ The FUSA Media Officer in conjunction with the Manager of Student Engagement may set the fees for placing advertising material in Empire Times.

~~15.3.14.3.~~ In-kind payment may also be accepted, provided that it is approved by the FUSA Media Officer and does not compromise the independence of Empire Times.

- (a) It must be clear that advertising material is not student content. Where this is not immediately obvious, it should be noted alongside the advertising material, "This is a paid advertisement."

**EVENTS BUDGET 2017**

	<b>Budgeted</b>	<b>Actual</b>
Relax Day	\$40,000	
National Campus Band Competition	\$7,000	
Multicultural Festival	\$10,000.00	
NAIDOC	\$10,000.00	
Outdoor Cinema - 6 general screenings	\$6,500.00	
FUSA Student Forums	\$1,500	
FUSA AGM	\$1,000.00	
Election Promotion & Activities	\$2,000.00	
FUSA Ball	\$20,000	
Student Party/Band Night/Social Event	\$2,000	
	\$100,000.00	