

Governance (Student Representation) Rule 2023

Section 1 - Introduction

Name of Rule

(1) This Rule is the Governance (Student Representation) Rule 2023.

Commencement

(2) This Rule commenced on 4 September 2023. This Rule was approved by University Council Resolution CNL186/14.

Purpose

(3) This Rule is enacted to establish the Student Senate and Student Representative Committees and provide support and authorities for student representation at Charles Sturt University (the University)

Authority

(4) This Rule is made pursuant to authority granted to the University Council under clause 4 of Schedule 1 of the [Charles Sturt University Act 1989 No 76 \("the Act"\), section 20 and 32.](#)

Section 2 - Rule

Part A - Student Representative Committees

Establishment of the Student Representative Committees

(5) The following Student Representative Committees (SRCs) are established under this rule:

- a. Albury-Wodonga Student Representative Committee
- b. Dubbo Student Representative Committee
- c. Bathurst (Mitchell) Student Representative Committee
- d. Orange Student Representative Committee
- e. Port Macquarie Student Representative Committee
- f. Wagga Wagga Student Representative Committee
- g. Online Student Representative Committee

(6) The following sub-committees have been established as sub-committees of the Student Senate:

- a. Goulburn Student Representative Sub-Committee
- b. Charles Sturt University Melbourne Student Representative Sub-committee
- c. Charles Sturt University Sydney Student Representative Sub-committee

(7) The Vice-Chancellor may establish such other SRCs or sub-committees with respect to campuses formally

established by the University Council under section 6 of the Act and may determine the composition of the committee. Where a location ceases to be a campus or centre of the University under section 6 of the Act, the SRC or sub-committee will cease to operate effective from that date.

(8) SRCs are established to represent student cohorts based on their study mode and the enrolment location of their primary course as follows:

- a. Where the enrolment study mode is online, students are represented through the Online SRC.
- b. Where the enrolment study mode is internal or mixed mode at a campus, students are represented through their campus SRC.
- c. Where the enrolment study mode is internal or mixed mode at an international or regional centre with a sub-committee established under the Student Senate (see clause 6), students are represented through their sub-committee representative committee.
- d. Where the enrolment study mode is internal or mixed mode at a partner location or speciality centre, the student will be treated as part of a proximate campus, depending on location, as determined by Director, Student Administration or nominee.

(9) Student Administration will prepare a schedule setting out the deemed enrolment location of students attending partner locations or speciality centre locations. This will be published on the University website by Division of Student Experience.

SRC terms of reference

(10) Each SRC will have the following principal functions, with respect to the campus or student cohort which it represents:

- a. identify, advance and promote the interest of their campus or student cohorts and the University
- b. promote the participation of their campus or student cohorts in, and the consideration of, matters affecting their interests
- c. provide a recognised means of communication between the student, and the academic and administrative arms of the University
- d. support students, student representatives on university committees, schools and faculty boards and clubs, societies and other student organisations, and campus or cohort student bodies that have been granted affiliated status
- e. prepare and administer the draft annual budget for the committee
- f. monitor expenditure against the approved annual budget and monitor the conduct of campus students and clubs, societies and other student organisations and campus student bodies that have been granted affiliated status and/or have received funding under the approved annual budget
- g. publish a journal, newsletter, newspaper or other publications (including by online means such as websites and/or social media) to communicate with their campus or cohort students, and
- h. conduct events and activities for their students (including online events and activities or occupying University premises for the purposes of selling liquor on the premises).

Membership

(11) SRC members will be elected as set out in Part C.

(12) Each SRC must hold an annual election among its members (see Part D) to appoint an executive that includes the following roles:

- a. President

- b. Vice president
- c. Secretary, and
- d. Treasurer.

(13) Each SRC may set their own number of total members, identifying a minimum of nine to a maximum of 15 of student representative officers.

(14) If an SRC has less than four current members due to vacancies, financial responsibility reverts to the Student Senate Executive who will approve or disapprove financial decisions made by that SRC.

(15) The Student Senate may request amendment this Rule to change the number of SRC members in accordance with clause 181 of this Rule.

Right of audience and debate

(16) The Student Representation and Clubs Officer assigned responsibility by the University for the campus/cohort shall have a right to attend and be heard at any meeting of the SRC but shall not have voting rights.

(17) The SRC may, at its discretion, invite other relevant guests or members of staff or university executives to attend its meetings.

(18) Attendance at meetings by persons other than members and the persons specified in clauses 16-17 shall be restricted to students of the University, or as otherwise determined at the discretion of the chair.

Term of office

(19) SRC members are elected for a term of two years. Membership terms will be staggered so that one-half of the members of each SRC will be elected each year.

(20) The date of commencement of a term under clause 19 shall be determined by the returning officer after consultation with the SRC.

(21) Where a member is elected or appointed to fill a casual vacancy in the office of a member of the SRC, the term of office shall be the balance of the term of office of that previous member or vacancy.

(22) Notwithstanding the expiry of the term of office of the member (clause 19), the term of office of executive officers will expire annually.

Removal of an executive officer

(23) An executive officer must retain the confidence of their SRC to continue holding executive office.

(24) An executive officer ceases to hold executive office if the SRC passes a resolution by a majority of at least two-thirds of members present and entitled to vote that they do not have the confidence of the members. However, they remain an SRC member unless removed by the process described in clauses 26-29.

(25) Upon the passing of a resolution of no confidence, the office of the executive officer shall become vacant and the returning officer must conduct an election for a new executive officer in accordance with Part D of this Rule.

Removal of a committee member

(26) The SRC may remove a member from office for:

- a. conduct which brings the SRC, the Student Senate, the University, the students or an associated student body into disrepute

- b. disruptive or inappropriate behaviour at a meeting of the SRC, or
- c. a breach of these Rules.

(27) The removal from office may be affected only at a meeting of the SRC of which notice (including notice of the motion that the member concerned be removed from office, specifying the reasons for the motion) was duly given. The member concerned must be notified in writing (sent to the email address the student has registered with the University) at least five working days in advance, and must be informed of:

- a. the proposed motion removing them from office and the reasons for the motion
- b. the date, time and place of the meeting where the motion shall be decided (and technological options for joining the meeting), and
- c. that the member may address the SRC, either in person or by technological means at that meeting, or in writing, submitted prior to the meeting.

(28) The removal from office must be supported by a resolution of a majority of at least two-thirds of members present and entitled to vote at the meeting for which notice was duly given under clause 27.

(29) The motion for removal must not be put to the vote unless the member concerned has been given a reasonable opportunity to reply to the motion at the meeting, either orally or in writing. Where the member concerned does not attend the meeting and notice was given as per clause 27, they will be taken to have been given a reasonable opportunity to reply.

Vacation of office

(30) The office of a member of the SRC becomes vacant if the member:

- a. dies or becomes incapacitated
- b. resigns the office in writing (sent from the email address the student has registered with the University) addressed to the SRC
- c. is removed from office by the SRC pursuant to clauses 26-29 of this Rule
- d. is absent from three consecutive scheduled meetings of the SRC of which reasonable notice has been given
- e. is barred from being a student representative as penalty for student misconduct, as specified in the [Student Misconduct Rule](#), or
- f. ceases to be qualified for election.

(31) If the office of a member of the SRC becomes vacant, a person shall be appointed or elected to fill the casual vacancy in accordance with Part D this Rule.

Student Representative Committee meeting procedures

Meeting schedule

(32) Each SRC shall hold at least four scheduled meetings each year at a time and date to be determined by the committee. SRCs may meet more frequently, as needed, to conduct their business.

Meeting chair

(33) At all meetings of the SRC, the president shall act as the chair of the meeting unless the president is unable to attend.

(34) In the absence of the president, another member must be appointed to chair the meeting in their place.

Quorum

(35) At any meeting of an SRC, a quorum will be a majority (fifty percent plus one member) of the total number of current representatives of the SRC.

Notice of meetings

(36) The SRC secretary must (where practicable) send a notice of the date, time and place of each scheduled meeting to each member of the SRC and the Student Representation and Clubs Officer assigned responsibility by the University for the campus prior to the date of the meeting. The notice may be sent electronically.

(37) The SRC secretary must call for agenda items from members to be included in the agenda prior to the meeting (where practicable).

(38) The agenda may be accompanied by a copy any relevant supporting documents, where necessary and practicable.

(39) Notice of a meeting is not required to be given to a member where that member:

- a. has been given leave of absence by the SRC president, or
- b. has not provided the secretary with an email address at which that member may be given notice.

Form of meeting

(40) SRCs will ordinarily meet in person or via technology (or a combination) to conduct its business.

- a. Where a meeting is convened in person, arrangements shall be made to allow members to attend by technological means.
- b. Members attending the meeting via technological means will be counted as present at the meeting, shall be counted in the members sufficient to constitute a quorum, and shall have their regular voting rights.
- c. Rules relating to meetings of members apply, as far as practicable, to that meeting.
- d. A member attending the meeting by technological means may not intentionally leave a meeting by disconnecting their link to the meeting unless that member has previously notified the chair.
- e. A member is conclusively presumed to have been present and to have formed part of a quorum at all times during a meeting unless that member has previously obtained the express consent of the chair to leave the meeting.

(41) The chair will move a meeting 'in camera' at the request of any two members supported by a majority of members for the discussion of matters pertaining to the private and personal information of an individual.

- a. Persons who are not members of the SRC shall not remain for discussions held in-camera except at the invitation of the chair.
- b. The SRC secretary shall not record matters discussed in-camera unless approved by the majority of members at the meeting.

Standing over of unfinished business

(42) If, at a meeting, a quorum is not present:

- a. within half an hour after the time fixed for the meeting, or
- b. within such further time as the chair may reasonably allow,

all business that should have been transacted at the meeting is to be stood over until the next meeting.

Adjournment of meetings

(43) By resolution, the SRC may adjourn a meeting to a later time or date to the same or another place.

Motions to be put to the meeting

(44) A motion submitted by a member of the SRC and seconded by another member in accordance with this Rule will be put to the meeting by the chair.

Conflict of interest

(45) Members must disclose potential, actual, or perceived conflicts of interest to the chair any time they arise, prior to consideration of the relevant matter (refer to the [Conflict of Interest Procedure](#) for guidance). In such cases, the chair has discretion to determine whether the member may participate in the discussion and vote in the matter, participate in the discussion but not vote, or be excluded from the meeting while the matter is discussed.

Voting procedures

(46) At any meeting of the SRC, a motion put to the vote of the meeting will be decided on by:

- a. voices, or
- b. where a member requests a vote by show of hands either before or immediately after the taking of the vote, by show of hands.

(47) At any meeting of the SRC that has a quorum, a motion carried by a majority (half of the members plus one) of the SRC present and eligible to vote shall become a resolution of the committee, except for:

- a. a motion to remove an executive officer (see clause 24), or
- b. a motion to remove a committee member (see clause 28).

(48) The chair will declare whether a vote is carried or lost.

(49) Members who vote against the motion, or abstain from voting, must bring their vote to the attention of the secretary at the time the vote is taken to ensure that their vote is recorded accurately into the official minutes.

(50) A member will be deemed to have abstained from voting on a motion if:

- a. the member was in attendance at the meeting, but was granted express approval from the chair to be absent during that part of the meeting at which the vote was taken
- b. the member has a conflict of interest that the chair has determined prevents them from voting on the matter under clause 45, or
- c. the member requests that their abstention to be noted.

(51) If on any motion an equal number of votes are cast for and against a motion, the chair may cast the tie-breaking vote, in addition to any vote cast by the chair as a member.

- a. Where only two members are present and form a quorum or when only two members present are able to vote on the question at issue, the chair does not have a tie-breaking vote and the proposal must stood over until the next meeting of the SRC.
- b. A motion lapses if the chair declines to exercise a casting vote when the votes for and against the motion are equal.

(52) An entry into the official minutes as to the vote cast by members will be sufficient evidence of that fact without a requirement for further proof.

(53) No objection may be made to the validity of any vote except at the meeting at which the vote is tendered, and every vote not disallowed at that meeting is valid for all purposes.

Secretary to keep official minutes

(54) The SRC secretary will keep the official minutes of each meeting of a committee. In the absence of the secretary, another member must be appointed to keep the official minutes for that meeting and shall pass them on to secretary after the meeting.

(55) The official minutes shall record:

- a. attendance at the meeting
- b. each motion
- c. whether the motion was carried or lost
- d. any member who voted against the motion
- e. any member who abstained from voting, and
- f. a concise summary of the deliberations of the committee on relevant issues.

Confirmation of official minutes

(56) Within a reasonable time after the end of each meeting, the secretary shall prepare the draft official minutes of the meeting for approval by the president.

(57) After approval by the president, the unconfirmed minutes will be included on the agenda of the next meeting of the committee for confirmation by the members.

(58) Upon confirmation by the members the minutes are confirmed as official minutes.

(59) The confirmed minutes shall be conclusive evidence of the business of the meeting.

Publication of agendas and official minutes

(60) A copy of the agenda and confirmed minutes of the SRC shall be sent to the members and forwarded to the:

- a. Executive Director, Division of Student Experience (or delegate)
- b. Manager, Student Connection, Division of Student Experience, and
- c. Student Representation and Clubs Officer designated by the University as responsible for the campus or cohort.

(61) The agenda and confirmed minutes of the SRC shall also be posted on the University's website (but note that any confidential matters as detailed in clauses 62-63 are to be excluded).

Private and confidential matters

(62) The SRC and its members must comply with the requirements of the University's [Privacy Management Plan](#) relating to the management of private and confidential information.

(63) The SRC shall ensure that private and confidential matters (such as references to individual named persons) are recorded in a separate confidential agenda and minutes (unless the meeting was held in camera) and are not published on the University's website for staff and students.

Part B - Student Senate

Establishment and operation of the Student Senate

(64) There is a Charles Sturt University Student Senate.

Terms of reference

(65) The principal functions of the Student Senate are to:

- a. identify, advance and promote the interest of all of the students of the University
- b. promote the participation of students across the University in, and the consideration of, matters affecting their interests
- c. consult with, and make representations to the Vice-Chancellor, Academic Senate and senior executive of the University on matters of interest or concern to the student body
- d. support the effective operation of the Student Representative Committees
- e. publish, a journal, newsletter, newspaper or other publications (including by online means such as websites and/or social media) to communicate to the students of the University
- f. collate and forward the draft annual budgets from the Student Representative Committees and Student Senate for approval
- g. make recommendations on the allocation of income generated from the Student Special Funds Account for approval by the University Council
- h. carry out the required processes and manage the allocation of a minimum of 40 per cent of the Student Services and Amenities Fee, in accordance with relevant legislation and guidelines, as outlined in the Charles Sturt University SSAF Framework
- i. review and monitor the performance and administration of the approved annual budgets of the Student Representative Committees and Student Senate
- j. ensure equity and fairness to all students of the University in decision-making regardless of the category of student, mode of study or study location within the University
- k. consult with the University on the development of rules, regulations, policies, procedures and guidelines relevant to the administration of funds and conduct of student activities
- l. comply with, and ensure compliance with, the rules, regulations and policies of the University relevant to the administration of funds and conduct of activities
- m. petition the Academic Senate on any matter affecting the teaching or discipline of the University
- n. appoint the undergraduate and post-graduate coursework student representative positions on the Academic Senate
- o. petition the Vice-Chancellor on any matter affecting the students other than a matter affecting the teaching or discipline of the University, and
- p. appoint students to the membership of university committees and bodies, as required.

Membership

(66) The Student Senate membership shall be comprised of:

- a. two members from each of the Student Representative Committees, appointed by resolution of the Student Representative Committee (SRC).
- b. one alternate member from each SRC who may attend Student Senate meetings in the absence of either of the principal SRC appointed members (at clause 68(a)).

(67) The Student Senate shall appoint by resolution, one undergraduate student and one postgraduate coursework student as student representatives to the Academic Senate, as provided by the [Governance \(Academic Senate\) Rule](#). At least one of these appointees must be a current member of the Student Senate. If an appointed student representative to the Academic Senate is not a member of the Student Senate, they shall have audience and debate rights (under clause 68(i)) to report back on relevant matters but shall not become a member of the Student Senate nor have voting rights due to their appointment.

(68) Each Student Senate must hold an election among its eligible members (see Part D) to appoint an executive that includes the following roles:

- a. President
- b. Vice president
- c. Secretary, and
- d. Treasurer.

Right of Audience and Debate

(69) The following shall have a right to attend and be heard at any meeting of the Student Senate but shall not have voting rights:

- a. Vice-Chancellor
- b. University Secretary
- c. Chief Financial Officer
- d. Executive Director, Division of Student Experience
- e. Associate Director, Student Life
- f. Manager, Student Connection
- g. Student Representation and Clubs Officers, Division of Student Experience
- h. the student members of the University Council appointed under section 8E(1)(c) of the Act, and
- i. Student Representative Sub-committee executives (specified in clause 6).

(70) Attendance at meetings by persons other than members and the persons specified in clause 69 shall be restricted to students of the University, unless determined otherwise by the chair.

Term of office

(71) The term of office for a member of the Student Senate shall be the same as a member of the SRC's term or one year, whichever is sooner. The SRC may reappoint a member for additional representative terms to the Student Senate at the end of their current term by resolution.

(72) The term of office of the executive officers shall expire upon the election of new executive officers, or at the expiry of the term of a member holding that office, whichever is sooner.

Removal of an executive officer

(73) It is a condition on which executive officers hold office that they retain the confidence of the Student Senate.

(74) An executive officer ceases to hold executive office if the Student Senate passes a resolution by majority of at least two-thirds of members present and entitled to vote at a scheduled meeting that they do not have the confidence of Student Senate.

(75) Upon the passing of a resolution of no confidence in accordance with clause 74, the office of executive member shall become vacant and the returning officer shall conduct an election for a new executive officer in accordance with

this Rule.

Role of President

(76) The President of the Student Senate is responsible for representing and promoting the interests of students to the University and the wider community.

(77) The president is also responsible for:

- a. providing leadership to the Student Senate
- b. taking responsibility for the Student Senate's development and that of individual members
- c. planning and conducting Student Senate meetings effectively
- d. following up on actions or resolutions of the Student Senate
- e. getting all members involved in the Student Senate's work
- f. engaging the Student Senates in assessing and improving its performance
- g. overseeing the induction and development of new members
- h. liaising with the Vice-Chancellor and members of the Executive Leadership Team (ELT) on material matters arising from the deliberations of the Student Senate including issuing invitations to members of the ELT to attend meetings of the Student Senate at least twice per year
- i. consulting with the University on the annual budget
- j. consulting with the administrative staff responsible for day-to-day operation of the annual budget, and
- k. approving the agenda and minutes of the Student Senate.

(78) The president shall have a right to attend meetings of the University Council (except where the University Council meets in confidential session) and shall have the right to raise matters of interest to the student body. The president also has the ability to meet with the University Secretary and raise matters of interest to the student body.

Vacation of office

(79) The office of a member of the Student Senate becomes vacant if the member ceases to be a member of their SRC.

(80) Where a member's office becomes vacant under clause 71 and the member also holds the office of an executive officer, the member ceases to hold that office upon ceasing to be a member of the SRC.

(81) Where the office of a member of the Student Senate becomes vacant for any reason, their SRC shall appoint a member to replace the previous member for the remainder of their term.

Advisory sub-committees

(82) The Student Senate may establish advisory sub-committees to assist with the exercise of any of its functions.

(83) It is not necessary that members of advisory sub-committee be members of the Student Senate or SRC.

(84) The procedure for the calling of meetings of an advisory sub-committee and for the conduct of business at those meetings shall be as determined by the Student Senate.

Student Senate meeting procedures

Meeting schedule

(85) The Student Senate shall hold at least four scheduled meetings each year at a time and date to be determined by resolution.

Meeting Chair

(86) At all meetings of the Student Senate, the president shall act as the chair of the meeting, or:

- a. in the absence of the president, the vice president shall act as chair
- b. in the absence of the president and vice president, the treasurer shall act as chair.

Quorum

(87) At any meeting of Student Senate, a quorum will be a majority (fifty percent plus one member) of the total number of current representatives to the Student Senate.

Notice of ordinary meetings

(88) The Student Senate Secretary must call for agenda items from members of the committee, and such persons with a right to audience and debate, at least 10 working days prior to the scheduled meeting.

(89) The secretary must (where practicable) send a notice of the date, time and place of each scheduled meeting to each member of the Student Senate, and the Executive Director, Student Experience (or delegate), at least five working days before the meeting in the form of an agenda.

- a. The notice may be sent electronically.
- b. The agenda is to be accompanied by a copy of the business papers for the meeting and any relevant supporting documents.

(90) Notice of a meeting is not required to be given to a member where that member:

- a. has been given leave of absence by the president of the Student Senate or
- b. has not provided the Student Senate secretary with an email address at which that member may be given notice.

Special meetings of the committee

(91) The Student Senate secretary must convene a special meeting of a committee for the consideration of urgent business on receipt of a written request to do so from:

- a. the Student Senate president
- b. at least three members of the Student Senate
- c. the Executive Director, Student Experience, or
- d. the Vice-Chancellor.

(92) A request under clause 91 shall specify the purpose of the meeting, the items to be considered and any business papers to be considered at the meeting (if any).

(93) The date of the special meeting convened under clause 91 is to be a date as soon as reasonably practicable after the request to hold the meeting is made.

Form of meeting

(94) The Student Senate will ordinarily meet in person or via technology (or a combination) to conduct its business.

- a. Where a meeting is convened in person, arrangements shall be made to allow members and others to attend by technological means.

- b. Members attending the meeting via technological means will be counted as present at the meeting, shall be counted in the members sufficient to constitute a quorum, and shall have their regular voting rights. Rules relating to meetings of members apply, as far as practicable, to that meeting.
- c. A member attending the meeting by technological means may not intentionally leave a meeting by disconnecting their link to the meeting unless that member has previously notified the chair.
- d. A member is conclusively presumed to have been present and to have formed part of a quorum at all times during a meeting unless that member has previously obtained the express consent of the chair to leave the meeting.

(95) The chair shall move a meeting 'in-camera' at the request of any two members supported by a majority of members for the discussion of matters pertaining to the private and personal information of an individual.

- a. Persons who are not members of the Student Senate shall not remain for discussions held in-camera except at the invitation of the chair.
- b. The Student Senate secretary shall not record matters discussed in-camera unless approved by a majority of members at the meeting.

Conflict of interest

(96) Members must disclose potential, actual, or perceived conflicts of interest to the chair any time they arise. prior to consideration of the relevant matter (refer to the [Conflict of Interest Procedure](#) for guidance). In such cases, the chair has discretion to determine whether the member may participate in the discussion and vote in the matter, participate in the discussion but not vote, or be excluded from the meeting while the matter is discussed.

Standing over of unfinished business

(97) If, at a meeting a quorum is not present:

- a. within half an hour after the time fixed for the meeting, or
- b. within such further time as the chair may reasonably allow all business that should have been transacted at the meeting is to be stood over until the next ordinary meeting, and is to take precedence at that meeting, unless a special meeting is convened in the meantime for the transaction of that business.

Adjournment of meetings

(98) By resolution, the Student Senate may adjourn a meeting to a later time or date to the same or another place.

Motions to be put to the meeting

(99) A motion submitted by a member of the Student Senate and seconded by another member in accordance with this Rule will be put to the meeting by the chair.

Voting procedures

(100) At any meeting of the Student Senate, a motion put to the vote of the meeting will be decided on:

- a. voices, or
- b. where a member requests a vote by show of hands prior to, or immediately after, the taking of the vote, by show of hands.

(101) The chair will declare whether a vote is carried or lost.

(102) Where a meeting has a quorum, a motion carried by a majority (at least half of the members plus one) of the

members present and eligible to vote shall become a resolution of the Student Senate, except for:

- a. a motion to remove an executive officer (see clause 74), and
- b. a motion to allocate funding under clause 162(a)(ii).

(103) Members who vote against the motion, or abstain from voting, must bring their vote to the attention of the secretary at the time the vote is taken to ensure that their vote is recorded accurately into the official minutes.

(104) An entry into the official minutes as to the vote cast by members will be sufficient evidence of that fact without a requirement for further proof.

(105) No objection may be made to the validity of any vote except at the meeting at which the vote is tendered, and every vote not disallowed at that meeting is valid for all purposes.

(106) If on any motion an equal number of votes are cast for and against a motion, the chair casts the tie-breaking vote, in addition to any vote cast by the chair as a member.

- a. Where only two members are present and form a quorum or when only two members present are able to vote on the question at issue, the chair does not have a tie-breaking vote and the proposal must be stood over until the next scheduled meeting of the Student Senate.
- b. A motion lapses if the chair declines to exercise a casting vote when the votes for and against the motion are equal.

Secretary to keep official minutes

(107) The Student Senate secretary will keep the official minutes of each meeting. In the absence of the secretary, another member must be appointed to keep the official minutes for that meeting and shall pass them on to secretary after the meeting.

(108) The official minutes shall record:

- a. attendance at the meeting
- b. each motion
- c. whether the motion was carried or lost
- d. any member who voted against the motion
- e. any member who abstained from voting, and
- f. a concise summary of the deliberations of the committee on relevant issues.

(109) A member will be deemed to have abstained from voting on a motion if:

- a. the member was in attendance at the meeting, but was granted express approval from the chair to be absent during that part of the meeting at which the vote was taken
- b. the member has a conflict of interest that the chair has determined prevents them from voting on the matter under clause 96, or
- c. the member requests that their abstention to be noted.

Confirmation of official minutes

(110) Within a reasonable time after the end of each meeting, the secretary shall prepare the draft official minutes of the meeting for approval by the president.

(111) After approval by the president the unconfirmed minutes will be included on the agenda of the next meeting of

the Student Senate for confirmation by the members.

(112) Upon confirmation by the members, the president must sign the minutes.

(113) The confirmed minutes shall be conclusive evidence of the business of the meeting.

Publication of agendas and official minutes

(114) A copy of the agenda and confirmed minutes of the Student Senate shall be sent to the members and forwarded to the:

- a. Executive Director, Student Experience (or delegate)
- b. Manager, Student Connection, Division of Student Experience, and
- c. Student Representation and Clubs Officers designated by the University as responsible for the Student Senate.

(115) The agenda and confirmed minutes of the Student Senate shall also be posted on the University's website (but note that any confidential matters as detailed in clauses 116-117 are to be excluded).

Private and confidential matters

(116) The Student Senate and its members must comply with the requirements of the University's [Privacy Management Plan](#) relating to the management of private and confidential information.

(117) The secretary shall ensure that private and confidential matters (such as references to individual named persons) are recorded in a separate confidential agenda and minutes (except where the meeting was moved in camera) and are not published on the University's website.

Part C - Election of student representatives

Election to a student representative committee

(118) Student representatives will be nominated and elected to student representative committees (SRCs) as set out in this Part. SRCs will, by resolution, appoint SRC members to the Student Senate as stated at clause 66.

Conduct of elections

(119) An election is to be conducted by secret ballot using the preferential system of voting as prescribed by this Part.

(120) Nomination as a candidate for election and voting in an election conducted under this Part is voluntary.

Returning officer

(121) The returning officer is the University staff member appointed by the Executive Director, Student Experience, and may include a deputy returning officer(s), poll officer(s) or other person(s) who will be authorised or directed by the returning officer to exercise the functions of a returning officer under this Rule.

(122) Subject to this Rule, the returning officer may decide all matters relating to the procedure for the conduct of an election.

(123) A decision of the returning officer relating to an election, including a decision relating to the eligibility of a candidate or a voter, the conduct of the election or the result of an election, is final.

Eligibility for nomination and voting at elections

(124) Students will be eligible to nominate as candidates and/or vote for candidates in an election where their name

appears on the roll of students prepared for that election (see clause 129).

(125) Students enrolled in regional and international centres where there is Student Senate sub-committee (established under clause 6) are only eligible to vote, nominate or be a candidate in an election for the relevant sub-committee.

(126) To be eligible to nominate as an SRC member, a student must be an active student, enrolled as a candidate proceeding to an award.

(127) Students on an approved leave of absence can serve as SRC members while they are still enrolled in their course as an active student.

(128) Where an online student seeks to participate in campus life by nominating for a campus SRC they may contact the campus returning officer in writing (via email) during the nomination period and ask to nominate themselves for election as an SRC member for that campus.

- a. If the returning officer, in their discretion, is satisfied that the student has a connection to the campus and will be able to meet their responsibilities as a campus representative, the student may be included in the list of candidates for election to the campus SRC, instead of the Online SRC.
- b. Students may only appear as a nominee on one SRC ballot in each election.
- c. Inclusion as a nominee for a campus SRC does not change the student's eligibility to vote and the student will vote for the SRC members for which they appear on the roll of students (see clause 129).

Rolls of students

(129) The returning officer will prepare, at least one week before the close of nominations for an election, a SWRPOLC Banner report to determine active students for a roll of students for each campus/cohort of the University. See clause 7 for how student enrolments and cohorts are determined for the purpose of student representation.

- a. A person will only have their name entered on one roll of students at a time.
- b. Where a person is eligible to have their name on more than one roll of students at the same time, the returning officer may record the name of the person on the roll that the returning officer determines, in their absolute discretion, is the most appropriate in the circumstances.
- c. The returning officer must remove from a roll of students the name of a person on being satisfied that the person is no longer eligible to have their name entered on that roll.

Timing of elections

(130) An election for the members of an SRC that arises because of:

- a. the expiration of the term of office of the current members must be held at least one month before the term of office of the current members expire, and/or
- b. a casual vacancy in the office of an individual member (when required, see clauses 148-151), which must be held no later than one month after the vacancy arises.

Notice of elections

(131) The returning officer must give notice of an election to eligible nominees and voters by publishing a notice on the website of the University and by electronic communication to each student. Notice must include the following:

- a. state that an election is necessary
- b. specify the eligibility to vote and to nominate as a candidate for election

- c. set out the number of vacancies to be filled
- d. invite nominations for election
- e. specify the form in which nominations are to be made, and
- f. prescribe the date and time by which nomination papers must be received by the returning officer.

(132) The notice may contain such other information relating to the election as returning officer thinks is necessary.

Nomination for election

(133) See clauses 124-128 for eligibility requirements to nominate for election.

(134) Subject to this Rule, the returning officer shall determine the form and method of nomination.

(135) The returning officer is to arrange online nomination process, which will normally be:

- a. Returning officer, Student Senate – coordinates process with returning officers of each SRC and the Communications Engagement Team.
- b. Each SRC returning officer advises how many vacancies their student representative committee has.
- c. Web team sets up online nomination system for all SRCs.
- d. On-campus and mixed mode students receive email from their enrolled campus that nominations are open for their SRC with a direct link to nominate themselves.
- e. Online students receive notification based on study mode that nominations are open for the Online Student Representative Committee with a direct link to nominate themselves.
- f. Nominations open Session 2, Week 2, Wednesday and stay open for 2 weeks.
- g. Advertising will take place through appropriate channels, such as:
 - i. Student Portal
 - ii. Student Representative Committee publications
 - iii. Social media channels
 - iv. What's New
 - v. Posters.

(136) There is to be a separate nomination for each person nominated.

(137) The returning officer may reject a nomination if they are satisfied that:

- a. it is not made in accordance with the notice of elections or otherwise with this Rule
- b. the person nominated is not eligible to be elected, or
- c. the nomination was not received by the date and time prescribed by the returning officer.

(138) Once nominations have closed the returning officers check that all nominees are enrolled students and that they meet the eligibility requirements for the SRC they have nominated for.

Procedure after close of nominations

(139) If, following the close of nominations:

- a. the number of candidates is less than or equal to the number of vacancies, the returning officer will declare the candidate(s) to be elected.
- b. no candidates nominate for election or fewer candidates nominate than there are available positions, the returning officer may:

- i. extend the date for close of nominations and call for further nominations, or
 - ii. declare those nominated to have been elected to the nominated positions and declare each position not filled to be a casual vacancy, in which case the provisions for filling a casual vacancy will apply under clauses 148-149.
- c. the number of candidates is more than the number of relevant vacancies to be filled, the returning officer must conduct a vote by ballot to fill the vacancies.

(140) Where a vote is required under clause 139(c):

- a. The Returning officer, Student Senate will inform the Student Communications Team which campuses require elections and an online voting form will be developed.
- b. The returning officer will prepare candidates profiles to be displayed on the University web site before the online election ballot commences.
- c. Voting will take place 2 weeks after nominations have closed (Session 2, Week 6, Wednesday and stay open for 1 week).
- d. Voting will normally be by electronic ballot.
- e. Students receive emails respective to their campus or cohort that elections are open for their SRC with a direct link to the voting page.
- f. Voting will close Session 2, Week 7, Wednesday 10am.
- g. The Student Communications Team will provide the voting data to the Returning Officer, Student Senate.
- h. The Returning Officer, Student Senate will provide results and distribute this information to the Student Representative Committee Returning Officers.
- i. SRC returning officers will advise the nominees of the results.
- j. The Student Communications Team will advise all students through email of the election results.

Voting and conduct of ballot

(141) The ballot must be conducted by a secret ballot using a compulsory preferential system of voting.

- a. An elector must cast a vote by placing the number "1" opposite the name of the candidate to whom the elector wishes to give their first preference vote. The elector must then give contingent votes up to the number of vacant representative roles (e.g., if there are 5 vacancies, the elector must number 1 to 5) on their ballot in order of their preference by placing numbers opposite the names of the other candidates to unambiguously indicate by numerical sequence the order of the elector's preferences.
- b. A person must not in any way disclose or assist another person in disclosing any information as to how any particular elector voted in any election.

(142) The results will be produced automatically by the electronic voting system. Result sheets will be produced as soon as practicable following the time scheduled for the close of voting.

(143) The candidate who received the largest number of first preference votes will be declared elected. Where more than one candidate in an election is required to be elected, the candidate who has received the second-largest number of first preference votes will also be declared elected. This procedure will be followed until the number of candidates declared elected equals the number of vacancies required to be filled.

(144) In the case of two or more candidates receiving the same number of first preference votes and a result cannot be declared under the provisions of clause 146, the returning officer will exclude the candidate with the fewest number of first preference votes. Each ballot allocated to the excluded candidate will be reallocated to the voter's next preference vote. This procedure will be followed until the number of candidates declared elected equals the number of vacancies required to be filled.

(145) If after the final count, two or more candidates have an equal number of votes and a result cannot be declared under the provisions of clauses 143-144, the returning officer will determine by lot which of the candidates is to be declared elected. This procedure will be followed until the number of candidates declared elected equals the number of vacancies required to be filled.

Withdrawal, death or ineligibility of candidate

(146) If, before the close of nominations, a candidate dies or becomes incapacitated, withdraws their nomination or becomes ineligible, the candidate's name should be removed from the ballot (if practicable).

(147) If, before the declaration of the poll for an election, a candidate at the election dies, becomes ineligible for election or withdraws their nomination (and it was not practicable to remove the candidate's name from the ballot), the election is to proceed as if:

- a. the candidate had not been nominated for election
- b. that candidate's name had not been included on the ballot, and
- c. any vote for that candidate had not been cast.

Casual vacancies

Filling of casual vacancies after an election

(148) Where a casual vacancy arises from fewer candidates nominating than available positions, the returning officer shall refer the matter to the first scheduled meeting of the new SRC.

(149) The SRC may, by resolution:

- a. request the returning officer to conduct a further poll for the vacant positions in accordance with the procedures set out in this Rule for elections, or
- b. appoint a person who is qualified to hold that office to hold the office for the remainder of the term.

Filling of casual vacancy during term

(150) Where a casual vacancy arises during the term of an SRC the returning officer must:

- a. appoint the runner up in the most recent election for that position (subject to that persons' consent) to hold the office of that member for the remainder of the term, or
- b. where position cannot be filled in accordance with clause 150(a), the SRC may appoint a person who is qualified to hold that office to hold the office of that member for the remainder of the term.

(151) In this clause runner up in an election means the person who, in the vote counting process at the election (see clauses 142-145), was the candidate for election who received the next highest number of votes aside from the person or persons declared elected.

Part D - Election of executive officers

(152) This part sets out the processes for electing executive officers (e.g. president, vice-president, secretary, treasurer) for Student Senate and SRCs, where a vacancy arises due to the expiry of the terms of officer or there is a casual vacancy. For the purpose of this part, references to 'committee' mean whichever committee (Student Senate or SRC) the election is being held for.

Returning officer

(153) The returning officer is the university staff member appointed by the Executive Director, Student Experience, and may include a deputy returning officer(s), poll officer(s) or other person(s) who will be authorised or directed by the returning officer to exercise the functions of a returning officer under this Rule.

(154) The returning officer may decide all matters relating to the procedure for the conduct of an election for the executive officers under this Rule.

Conduct of election of executive officers

(155) An election to fill a vacancy in an executive officer is to be held (where practicable):

- a. where the previous terms of office have expired, at the first scheduled meeting of the new committee after the election of new members, or
- b. in the case of a casual vacancy - at an ordinary or special meeting, as soon as practicable.

(156) The election of executive officers will be as follows:

- a. The returning officer will give committee members at least five working days' notice of an election to fill an executive vacancy.
- b. Nominations must be in writing and sent to the returning officer from the email the student has registered with the University and received before the committee meeting at which the election is to be held.
- c. The returning officer must preside during any meeting or part of a meeting where an election of an executive officer is to be held. No business other than the election of an executive officer may be while the returning officer is presiding.
- d. If there is only one nomination for election of an executive officer, the returning officer must declare the nominated candidate to be elected.
- e. If there are two or more nominations for election of an executive officer, the returning officer must conduct a poll of committee members by secret ballot. The secret ballots may be conducted by online means such as an online poll. Each SRC member is entitled to cast a vote for one of the candidates only.
- f. If one candidate has received more votes than any other, the returning officer will declare that candidate to be elected.
- g. If two or more candidates receive an equal number of votes cast at the poll and no other candidate receives more votes than those candidates, the returning officer must conduct a further poll by secret ballot. Only the candidates that received an equal number of votes in the first poll are eligible to be voted for in the second poll.
- h. Each committee member is entitled to vote for one of the candidates on the second poll only.
- i. If one candidate receives more votes than any other, the returning officer must declare that candidate to be elected.
- j. If two or more candidates receive an equal number of votes cast at the further poll, and no other candidate receives more votes at the further poll, the returning officer must decide by lot which of the candidates with an equal number of votes is to be declared elected. For that purpose, the returning officer may use an online randomiser to determine the outcome.
 - i. The names of the two or more candidates to receive an equal number of votes cast at the further poll are to be entered into the randomiser in alphabetical order by last name, first name.
 - ii. The candidate whose name is appears first following the randomisation is to be declared elected.

(157) Where there is an election for multiple executive officers at the same meeting of the committee, the elections shall take place in the following order (as relevant): president, vice president, treasurer then secretary.

Part E - Student special funds account

Student special funds account

(158) The University has established a Student Special Funds Account (the fund) to hold the net assets of the former Student Associations.

- a. The fund may be invested together within the University's long-term investment portfolio (see the Investment Policy).
- b. Income earned on the fund will be used to fund the annual operation of the Student Representative Committees (SRCs), the Goulburn Student Representative Sub-Committee and the Student Senate but will not be used to fund other SRC sub-committees.
- c. No part of the fund shall be appropriated for any other purpose except as provided in this Rule.

(159) The University will contribute each year to the fund an amount equal to CPI for the preceding two years. This will occur on 1 January each year and be based on the balance of funds held on 31 December of the preceding two years.

(160) Following the allocation of CPI, the University will allocate interest on the balance of the fund on the 1 January each year. The interest rate shall be the average earnings rate earned by the University on its long-term investment portfolio for the preceding two years subject to a floor rate of 4% and a ceiling rate of 9%.

(161) The University will provide to the Student Senate and the SRCs a financial report following the application of CPI and allocation of interest earnings. Other financial reports may be requested and will be provided as required.

Allocation of annual funding

(162) Upon receipt of the statement of account under clauses 158-161 of this Rule, the Student Senate will allocate a budget to each of the SRCs for the coming year.

- a. The Student Senate may, prior to the allocation of budgets to the SRCs:
 - i. deduct from the total payable under clause 160 an amount not greater than 2% to cover the annual operating expenses of the Student Senate, and
 - ii. by a resolution of two-thirds of the members present and eligible to vote allocate interest payable under clause 160 to:
 - fund cross-institutional activities, and
 - development activities for a Student Representative Committee.
- b. Subject to clause 162(a), the remaining funds will be allocated to SRCs as follows:
 - i. Student Senate - 2%
 - ii. Online Student Representative Committee - 8%
 - iii. Goulburn Student Representative Sub-committee - 7% and
 - iv. The remaining 83% is proportionally divided between each campus based SRC based on the respective on-campus student load; however each campus based SRC will receive a minimum share (floor rate) of 2%. Student load is determined on an EFTSL basis and includes all internal and mixed mode students irrespective of their funding source (e.g., Commonwealth, international, fee-paying) and level of study (e.g., undergraduate, postgraduate higher degree by research or coursework).

Draft annual budgets

(163) Upon receipt of their budget allocation, each SRCs will prepare a draft annual budget for the expenditure of funds, in accordance with any policies, procedures and guidelines for the preparation of annual budgets and the

expenditure of funds under this Rule (including compliance with the Government Sector Audit Act 1983) approved by the University.

(164) The SRCs may allocate funds consistent with the functions of the committee set out in their terms of reference, and to meet their reasonable operational expenses.

(165) The University will appoint authorised staff member to assist each SRC and the Student Senate in the preparation of a budget in the form and within the timelines required by the University.

(166) The SRCs will send the draft annual budgets to the Student Senate for collation and submission to the relevant Band 8 approver in line with clause 167.

Approval of annual budgets

(167) The annual budget for the SRCs and the Student Senate submitted for Band 8 approval. The Band 8 authority shall approve the annual budget if satisfied that:

- a. the draft annual budget is consistent with the functions of the SRCs as set out in its terms of reference
- b. the allocation for the Student Senate is reasonable to meet its operational expenses, and
- c. any other allocation is consistent with the functions of the Student Senate under its terms of reference.

Part F - Complaints and Oversight

Complaints

(168) A complaint regarding a Student Representative Committee or the Student Senate (or a member thereof) shall be handled in accordance of the [Complaints Management Policy](#) and [Complaints Management Procedure](#).

(169) Complaints shall be lodged using University's [online reporting system](#).

Reserve Powers

(170) Notwithstanding any other provision of this Rule, the SRC and the Student Senate remain subject at all times to the control, direction and discipline of the Vice-Chancellor.

(171) The Vice-Chancellor may, at any time, appoint the Internal Auditor or an external auditor to carry out an investigation into alleged financial, electoral or other governance irregularities concerning an SRC or the Student Senate and which the Vice-Chancellor believes may be of a serious nature.

(172) Any investigation under clause 171 must be reported to the University Secretary for notification to the University Council at its next scheduled meeting.

(173) Members of SRC and the Student Senate must provide any person appointed under clause 171 with all such information and documentation required.

(174) Upon completion of the investigation, a report shall be submitted to the Vice-Chancellor and the University Secretary setting out the findings and any recommendations.

(175) The Vice-Chancellor may take any one or more of the following actions having regard to that report and/or recommendations submitted under clause 174:

- a. appoint, for a specified temporary period, a person to undertake the ongoing monitoring and appraisal of the relevant SRC or the Student Senate — such person to perform such duties and have such rights as may be

determined by the Vice-Chancellor notwithstanding any other provision of this Rule

- b. direct the carrying out of a fresh election for all or any office bearers of the SRC and/or the Student Senate, or
- c. implement such other steps which take account of the findings or recommendation of the investigation.

(176) The Audit and Risk Committee of the University Council may exercise the authority granted to the Vice-Chancellor under clause 175 without requirement for an investigation where, in the opinion of the Audit and Risk Committee, there is prima facie evidence of:

- a. serious irregularities in the administration or governance of a SRC and/or the Student Senate
- b. a serious failure to comply with an obligation under this Rule or
- c. engagement in conduct that brings the University into serious disrepute or exposes the University to substantial liability.

(177) A decision of the Audit and Risk Committee under clause 176 shall be final.

Part G - Miscellaneous

(178) In this Part a reference to committee or committees includes the Student Senate and the Student Representative Committees, unless stated otherwise.

Role of Executive Director, Division of Student Experience

(179) In supporting the operation of the committees, the Executive Director, Student Experience will appoint staff to relevant student groups who shall:

- a. provide advice and recommendations with respect to the governance, financial arrangements (including the annual budgets) and administration of the committees
- b. obtain information from the University that is necessary for the decision-making of the committees (subject to any privacy or confidentiality obligations of the University)
- c. provide advice to the committees on matters relating to the University's and their legal, financial, and procedural obligations
- d. liaise with the Division of Finance to support appropriate management of fund
- e. facilitate negotiation of a Student Events and Related Activities Agreement between the committees and the University under clause 199
- f. approve Guidelines for Student Events and Related Activities as necessary under clause 200, and
- g. provide guidance on the duties and responsibilities of members.

Payment of expenses and honoraria

(180) Members of the committees may be reimbursed for expenses incurred in the performance of their functions on presentation of receipts in the form determined by the University.

(181) Honoraria, may be paid accordance with [Schedule A \(Payment of expenses and honoraria\)](#) to this Rule. Payment of honoraria must be approved by resolution of the relevant committee, and facilitated by the Executive Director, Student Experience as per their duties specified in clause 179. Amendments to Schedule 1 may be approved by the relevant Band 7 approver after endorsement by the Student Senate.

Amendment to Rule

(182) Without limiting the authority of the University Council under the Act, this Rule may also be amended after a request approved by a majority of the Student Senate. The process for an amendment under this clause is as follows:

- a. The request must be in writing and specify the amendments to be made and the purpose of the amendments.
- b. The request must be submitted to the Executive Director, Student Experience for referral to the University Secretary. The Executive Director, Student Experience may consult with the Student Senate on the terms and purpose of the amendment.
- c. Upon receipt of a request from the Executive Director, Student Experience, the University Secretary will prepare a draft of the proposed amendments to give effect to the requested changes, including engaging in negotiations (if necessary) to give effect to the changes.
- d. Where, in the opinion of the University Secretary, a proposed amendment is contrary to the best interests of the University or the law, the University Secretary may defer the drafting of the amendments and refer the request to the University Council for consideration. The University Council will invite the President of the Student Senate and one other delegate as nominated by the Student Senate to present their case for the amendments. A decision of the University Council on a request shall be final.
- e. Where the University Secretary is satisfied under clause 182c, or the request is approved under clause 182d, the University Secretary (or delegate) will publish the amendments to the Rule, and will note in the status and details of the Rule that the amendment was approved by Student Senate, with the endorsement of the University Secretary or University Council (as relevant).

Use of University Logo or Name

(183) Any use of the name of the University, its logos or trademarks must be authorised under the University's [Communications and Marketing Policy](#) and [Communications and Marketing Procedure – Brand Governance](#).

Allocation of University facilities

(184) The University may charge, and the Student Representative Committees and/or the Student Senate will be responsible for paying, a proportionate fee for service provided, as determined by the University (excluding accommodation).

Publications

(185) A committee may appoint a person or persons to be responsible, on behalf of the committee, for the approval of publications of the committee. A decision by a person or persons validly appointed under this clause shall be deemed to be a decision of the committee.

(186) The committee will be accountable for each publication authorised by the committee, or on behalf of the committee, including but not limited to:

- a. ensuring that no publication contains any defamatory, vilifying or otherwise unlawful or actionable material, and
- b. ensuring that each publication complies with the relevant obligations of the University, including without limitation relevant privacy laws, fair trading laws, copyright laws, intellectual property laws, discrimination laws and trade practices laws.

(187) The committee, or a person appointed by the committee under clause 188, is under a good faith obligation to obtain appropriate legal advice where it is reasonable to believe that a publication may be unlawful, actionable or otherwise in breach of this Rule.

(188) The University Secretary may, where they form the view that a publication may be in breach of this Rule, the law, or the best interests of the University, prohibit the publication.

(189) The Executive Director, Student Experience, or the University Secretary may direct the committee to withdraw any publication that, in their individual opinions, are in contravention of this Rule, the law or the best interests of the University.

(190) A publication will not be deemed to be against the interests of the University solely because the publication is critical of the University, its management, or programs. Any decisions to prohibit a publication of a committee must comply with the University's [Statement on Academic Freedom and Freedom of Speech](#).

Public comment

(191) The committees or any of its members, shall not make any public comment for, or on behalf of, the University under any circumstances.

(192) The committees may make public comment on behalf of its committee, subject to the law.

Academic freedom and freedom of speech

(193) No part of this Rule is intended to restrict or limit a student's right to academic freedom or freedom of speech except as otherwise provided in the University's [Statement on Academic Freedom and Freedom of Speech](#).

Rule against commercial activities

(194) The committees will not:

- a. open any banking account
- b. invest any monies of the body
- c. borrow any money
- d. employ any person
- e. enter into any agreement, contract or legal undertaking
- f. buy, sell, lease, rent or deal in any manner with land or property, or
- g. engage in any commercial activity (either in its own right or through a third party) including without limitation any charitable fundraising activity or activity involving the sale for a fee of goods or services without the prior approval of the Executive Director, Student Experience.

Student organisations, clubs, societies and other campus student bodies

(195) The relevant campus-based or Online SRCs will be responsible for supporting any student organisation, club, society or other campus student body seeking affiliation or reaffiliation, and for supporting such bodies once affiliated, as described in the University's [Clubs Policy](#), [Clubs Procedure - Affiliation and Operations](#) and [Student Clubs Sponsorship Procedure](#), including:

- a. meeting with students and assisting/advising such bodies seeking affiliation or reaffiliation in accordance with this Rule and any related policies, procedures or guidelines
- b. making recommendations to the University officer with respect to any request for affiliation or reaffiliation, or any proposed disaffiliation, and
- c. in accordance with relevant University policies, procedures and guidelines, providing funding to affiliated student organisations, clubs, societies or other campus student bodies out of the approved annual budget by way of a grant to promote the development of approved activities; and monitoring the expenditure of such funding against the approved annual budget and the activities and conduct of such bodies and their members.

(196) SRCs and the Student Senate may also, at their discretion, provide support to informal associations of student organisations, clubs, societies or other campus student bodies operated by and for students of the University. However, unless such associations are granted formal affiliated status by the University those unaffiliated associations will only have access to resources ordinarily available to all University students.

Liability of members

(197) Except as provided for in this clause or otherwise in this Rule, no matter or thing done or omitted to be done by:

- a. Student Representative Committee
- b. the Student Senate

shall, if done in good faith for the purpose of executing this Rule, subject a member of the Student Representative Committee or the Student Senate personally to any action, liability, claim or demand.

Rule against requiring membership of student organisation or payment of certain amounts

(198) In accordance with sections 19-37 of the [Higher Education Support Act 2003](#) nothing in this Rule shall require any person to:

- a. be or to become a member of an organisation of students, or of students and other persons, or
- b. pay to the University or any other entity an amount in respect of an organisation of students, or of students and other persons.

Student Events and Activities Agreement

(199) The Executive Director, Student Experience may facilitate negotiation of a Student Events and Related Activities Agreement between the committees and the University.

(200) The Executive Director, Student Experience may approve Guidelines for Student Events and Related Activities.

- a. In approving the Guidelines for Student Events and Related Matters, the Executive Director, Student Experience, will consult with the Student Senate.
- b. The Guidelines for Student Events and Related Activities may include:
 - i. an agreed calendar of student events and activities, and
 - ii. such other matters as may be determined relating to student events and activities.

(201) The Student Senate by resolution may request amendments to the Guidelines for Student Events and Related Activities by the Executive Director, Student Experience.

Part H - Glossary

(202) In this Rule, unless the contrary intention appears:

- a. Academic Senate - means the Academic Senate of the University as established under section 16 of the Act.
- b. Affiliation - means formal recognition by the University of a student organisation, club, society or other campus student body. See [Clubs Policy](#) and [Clubs Procedure - Affiliation and Operations](#)
- c. Association - means an informal student organisation, club, society or campus student body operated by and for students of the University which does not have affiliated status under the [Clubs Policy](#) and [Clubs Procedure - Affiliation and Operations](#)
- d. Casual vacancy - means a student representative position without a current office holder that occurs other than because of the expiration of the term of office.
- e. Close of nominations - means the date and time by which nominations for a student representative election must be received by the Returning Officer.
- f. Close of the ballot - means the date and time by which ballots must be received by the Returning Officer for the

election.

- g. Conflict of interest – means an interest that creates an incentive for a member to act in a way that may not be in the best interest of the SRC or Student Senate, their campus/cohort students or the University. A conflict of interest may be financial or non-financial, direct or indirect, professional, personal or family related. It may be potential, actual, or perceived (refer to the [Conflict of Interest Procedure](#) for guidance).
- h. CPI - means the All Groups Consumer Price Index applicable to Sydney kept by the Commonwealth Statistician.
- i. Former Student Associations – means the founding members of this Rule, which were:
 - i. Rivcoll Union Incorporated (ABN 53 342 436 133)
 - ii. Charles Sturt University Students Association Bathurst Inc. also known as Mitchell Association of Student Councils Inc. (ABN 78 646 919 899)
 - iii. Charles Sturt University Murray Campus Student Association Inc also known as Charles Sturt University Student Association Albury-Wodonga (ABN 13 734 286 813)
 - iv. Dubbo Students Association of Charles Sturt University Inc. (ABN 48 262 975 526), and
 - v. Orange Student Association (ABN 66 759 017 145).
- j. Notice - means communication of the setting of a meeting, election or proceeding in writing, including by electronic means
- k. On-campus student means –
 - i. an on-campus student enrolled by the University at the physical campus for which an SRC has been established under this Rule
 - ii. a student studying at a third-party facility by the University and deemed by the Director, Student Administration to be enrolled at the campus for which an SRC has been established under this Rule, or
 - iii. an international student studying outside Australia and deemed by the Director, Student Administration to be enrolled at the campus for which an SRC has been established under this Rule.
- l. Online student - means a student who is not primarily studying at a physical campus (other than for intensive schools) and is enrolled by the University as an online student. This student cohort is represented by the Online Student Representative Committee
- m. Returning Officer - means a person appointed by the Executive Director, Student Experience to the position of Returning Officer under this Rule including a Deputy Returning Officer, poll officer or other person who is authorised or directed by the Returning Officer to exercise that function.
- n. SRC – means Student Representative Committee as established under this Rule.

Status and Details

Status	Current
Effective Date	10th October 2025
Review Date	5th August 2028
Approval Authority	University Council
Approval Date	10th October 2025
Expiry Date	Not Applicable
Unit Head	Anthony Heywood University Secretary
Author	Tracey Kerr Policy Developer
Enquiries Contact	Office of Governance and Corporate Administration +61 2 63384207