

**TERMS OF REFERENCE OF THE USQ FRASER COAST
STUDENT REPRESENTATIVE COMMITTEE
September 2012**

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Introduction

1. A Fraser Coast Student Representative Committee (SRC, also termed the association) is to be formed at USQ Fraser Coast to represent student issues to campus management and foster student activities and debate. It is to address these issues and is to work with the Student Guild but cannot task the Guild. The SRC members are to be elected, or appointed if no nominees. Activities of the SRC, provided they fall under the scope of the objects as listed below, are to be covered under the legal protection of USQ student activities. The rules of the association are as follows:

Objectives of the SRC (Association)

2. The objectives of the association are as follows:
 - a. Represent student issues directly to the Provost USQ Fraser Coast.
 - b. Advise the management of the Fraser Coast campus in the planning and development of sporting, social and cultural facilities, and otherwise liaise with the management of the Fraser Coast campus in relation to student interests. The SRC will develop a Calendar of Events, in conjunction with campus management, and will circulate to all relevant stakeholders.
 - c. Within campus and University guidelines, encourage, promote, organise and manage social, recreational, community and cultural activities for members either independently or in conjunction with the Guild or campus.
 - d. Within campus and University guidelines, encourage, promote, advance and manage debate on topical issues, social awareness and environmental matters for members and within the Fraser Coast campus.
 - e. Do all that is reasonably necessary to enable these objects to be achieved and to enable the members to receive the benefits which these objects are intended to achieve.

Non profit clause

3. The assets and income of the association shall be applied solely in furtherance of its above-mentioned objects and no portion shall be distributed directly or indirectly to the members of the association, except as bona fide compensation for services rendered or expenses incurred on behalf of the association.

University Staff

4. The association shall not exercise any authority over the staff or any matter relating to the control or management of the University of Southern Queensland.

Membership

5. A student, whether full time or part time, who is enrolled at the Fraser Coast campus, shall be admitted as an ordinary member. Membership shall be automatic upon enrolment to the University of Southern Queensland. Students can choose to cease to be members at no penalty, but must reapply should they wish to rejoin. Provided the individual meets the membership requirements their reapplication cannot be refused. Enrolment will be semester by semester, based upon the University Calendar, with the exception

of semester three where enrolment in both semesters either side will result in continued enrolment over semester three. The number of ordinary members is unlimited.

6. Students from academic partners located within USQ Fraser Coast facilities, and undertaking study within USQ Fraser Coast facilities, will be able to apply for associate membership which allows participation in activities, but does not provide voting rights.

Fees

7. The association cannot levy compulsory fees on its membership but may, with the approval of the Provost USQ Fraser Coast, collect voluntary fees for specific activities or functions. The association is subject to the requirements of Voluntary Student Unionism legislation in force at any particular point in time.

Membership of Management Committee

8. The Management Committee of the association consists of the executive positions of President, Vice-President, Secretary/newspaper and non-executive faculty representatives.
9. There shall be two undergraduate representative from each of the faculties represented at the USQ Fraser Coast campus being eight in total.
10. If published, the Secretary will be the editor of the student newspaper and responsible for ensuring that a newspaper or other agreed form of student communication is published to a schedule and quality as agreed by the Management Committee and in compliance with any relevant USQ policies.
11. Elections will be held annually in September of each year, and will be conducted under a two round process. In the first round voting will be for the position of President only. The Presidential candidate receiving the most votes will be appointed President with the runner up appointed as Vice President. Should the runner up not accept this position the next highest vote winner that accepts the position will be appointed as Vice President. A second round of elections will then be held for the undergraduate representatives. If required, Secretary/Newspaper Editor will be elected by the Management Committee from the elected undergraduate representatives.
12. In addition to their primary representational responsibilities, members of the Management Committee are to be appointed to undertake the secondary representational roles as Student Coordinators for the on-campus facilities, Student Social Activities, Student Sporting Activities and Student Welfare. In these roles, the Coordinators are to be a central point of contact to gather and represent student issues to the committee for representation to campus management and where appropriate, the Student Guild. The Coordinator positions will be elected by the Management Committee from the elected undergraduate representatives. The committee can create other coordinator roles as it sees fit.
13. Any member of the association (excluding associate members) can nominate for President. Faculty representatives must be enrolled in a Fraser Coast on-campus program offered by the Faculty they represent. Members can nominate for only one position in each election round. The President and Vice President determined in the first round elections cannot stand for other positions in the second round elections.
14. The existing committee remains extant until the official notification of the second round elections.

Undertaking of Representational Duties

15. Committee members must undertake their primary representational duties as well as secondary duties if appointed. Refusal or failure to do so, as determined by the Provost USQ Fraser Coast, will be classed as being unable to provide effective service as per the clause ***Resignation, Removal and Replacement of Members of the Management Committee***. As part of the representational function all candidates are required to agree to have their photos and contact details available for students to recognise them and raise issues pertaining to their responsibilities. If requested, the campus will arrange specific contact emails for these roles.

Conduct of Elections

16. The Fraser Coast Administration Coordinator (Student Support) is appointed as the returning officer for the first and second round elections. Elections are to comply with appropriate USQ policies. Specifics of conduct of the elections are as follows:
 - a. **First Round (President) Election.** This election is to be held as early as possible in Semester 2 with nominations to be called during Semester 2 orientation week. The runner-up will be appointed to the position of Vice-President.
 - b. **Second Round (Representatives) Election.** This election will commence immediately after the presidential election has been declared.

Appointment of Management Committee

17. Should a nomination not be received for a position, the Provost USQ Fraser Coast can appoint a member to hold that position. Appointment to the President or Vice president's position is subject to ratification by the majority of the elected Management Committee. The person appointed needs to satisfy the normal requirements for standing for election into the vacant position. If there are unsuccessful candidates for the President or Vice President's positions who fulfil the vacant position's requirements, they will be preferentially appointed in order of the maximum votes obtained.

Proxy Representation on the Management Committee

18. Should the President not be present for a Management Committee meeting that role is to be filled by the Vice President or Secretary, in that order. The President and Vice President cannot appoint proxies. The Secretary and the other non-executive members can appoint proxies to cover their non-executive representational roles. A proxy is to be an SRC member that fulfils the category requirements of the member they are standing in for. The non-attending member must notify the president or Secretary of their non-attendance and the name of proxy. They are also responsible for briefing the proxy on the operation of the Management Committee. A proxy has the normal rights of an elected member. The maximum duration of a proxy is to be for three months of consecutive meetings or six months over a calendar year.

Resignation, Removal and Replacement of Members of the Management Committee

19. A member of the Management Committee can elect to resign their position. In that event the candidate from the most recent election with the next highest number of votes, provided this is above 25% of all votes cast for this position and that they still meet the criteria for appointment, will be offered appointment. If they reject this offer, any other candidates fulfilling this criteria will be offered the

position in priority of votes achieved. If this still fails to achieve an appointment the Provost USQ Fraser Coast can appoint a representative as per the conditions of the clause **'Appointment of Management Committee'**. Should the President be required to be replaced their position will automatically be filled by the Vice President.

20. A member of the Management Committee who has been unable to provide effective service can be removed and replaced by the Provost USQ Fraser Coast as per the conditions of the clause **'Appointment of Management Committee'**. An inability to provide effective service will be deemed to have occurred when a member is unable to attend two or more consecutive months of Management Committee meetings, or is unable to attend more than four months of meetings in a calendar year, without due reason, or deliberately breaches the **'Objects of the SRC'**.

Meetings of the Management Committee

21. Meetings of the Management Committee are to be held at a minimum on a monthly basis and preferably fortnightly (with the exception of January) at a time determined by the Secretary to ensure maximum attendance and which does not prohibit participation by any individual member. Standard meeting protocol is to be applied and minutes are to be kept by the Secretary. Attendance, including proxy representation is to be recorded. The Secretary is to develop the Agenda in consultation with members of the Committee. Meetings are to be open to all members of the association unless confidentiality reasons require an 'in camera' meeting. This will be determined by the Chair (President). Non-members and USQ or Guild Staff who are not attending as members of the association (USQ Fraser Coast students) can only attend by invitation of the majority of committee members.

Notification of Meetings

22. Once the SRC has determined when the next meeting is to be held, the secretary is to notify the Executive Assistant to the Provost, of the date, time and location. The Executive Assistant to the Provost is to ensure all Management Committee members are notified immediately with a reminder sent 24 hours prior to the meeting. A minimum of one week's notice is to be given for a meeting unless agreed to by all committee members on a case by case basis.

Voting Rights

23. All members of the association at the time of elections will have the right to vote for the members of the Management Committee. All members can vote for the positions of President and Vice President, but will be restricted to only vote for those other positions pertaining to their own enrolment status. For example, a domestic undergraduate arts student will be entitled to vote for the President, Vice President and the undergraduate arts representative, but no other positions.

Role Clarification

24. In the event of any disagreement or confusion between the association's roles and activities and their interaction between campus staff or Guild responsibilities, the Provost USQ Fraser Coast will be the final arbiter.

Interpretation of the Rules

25. The Provost USQ Fraser Coast is responsible for the clarification or resolution of disputed interpretation of the Rules. This may be done with reference to the University Lawyer.