

**RULES OF THE USQ SPRINGFIELD
STUDENT REPRESENTATIVE COMMITTEE
V1.4 Dated 1 August 2010**

CONTENT

Introduction	2
Objects of the SRC (Association)	2
University Staff	2
Membership	3
Fees	3
Membership of Management Committee	3
Undertaking of Representational Duties	4
Conduct of Elections	4
Appointment of Management Committee	5
Proxy Representation on the Management Committee	5
Resignation, Removal and Replacement of Members of the Management Committee	5
Meetings of the Management Committee	6
Notification of Meetings	6
Voting Rights	6
Role Clarification	7
Interpretation of the Rules	7

Introduction

1. A Springfield Student Representative Committee (SRC, also termed the Association) is to be formed at USQ Springfield to represent student issues to Campus management and foster student activities and debate. It is to be the sole student body 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:

Objects of the SRC (Association)

2. The objects of the association are as follows:
 - a. Represent student issues directly to the Director.
 - b. Advise the management of the Springfield campus in the planning and development of sporting, social and cultural facilities, and otherwise liaise with the management of the Springfield campus in relation to student interests.
 - 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 Springfield 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 on-campus in courses listed as being delivered at the Springfield 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 Springfield facilities, and undertaking study within USQ Springfield 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 Director USQ Springfield, 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, the Student Newspaper Editor (if required) and Treasurer (if required).

9. There shall also be representational members with one undergraduate representative from each of the faculties present at the USQ Springfield Campus, being five in total, plus one postgraduate representative representing postgraduate students from all faculties. There will also be an international student representative being either undergraduate or postgraduate.

10. Any member of the Association (excluding Associate members) can nominate for President. Postgraduate members can nominate for the postgraduate positions and students identified by USQ as international students for enrolment purposes can nominate for the international position. Faculty representatives must be enrolled in a Springfield 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.

11. 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 Student Commons and 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 and postgraduate representatives. The Committee can create other coordinator roles as it sees fit.

Undertaking of Representational Duties

12. 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 Director USQ Springfield 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

13. The Springfield Administration Manager (Student Support) is appointed as the returning officer for the first and second round elections. Elections are to comply with appropriate USQ policies.

14. Elections will be conducted under a two round process. This is to allow candidates who were not successful for executive positions to renominate for representational positions. Timings for the elections are as follows:

- a. **First Round: SRC Executive Election.** This election is to be held annually after the mid semester break for Semester Two. It is to be done in time to allow final results of both the SRC Executive and SRC Representatives elections to be determined by the end of the teaching component of Semester Two.
- b. **Second Round: SRC Representatives Election.** This election will commence immediately after the Executive Election has been declared.

15. The first round voting will only be for the SRC Executive positions of President, Vice President, Secretary and if required, the Newspaper Editor and Treasurer. The Presidential candidate receiving the most votes will be appointed President. The same will apply for the other positions with the exception that if there is no candidate for Vice President, the runner up for President will be 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. In the event of no candidates for the position of Secretary or Treasurer (if required) these positions will be filled by an elected member of the Management Committee at its first meeting.

16. Upon announcement of the results of the SRC Executive elections, nominations will open for the second round SRC Representational elections for the undergraduate faculty, international and postgraduate positions.

17. The existing Committee remains extant until the official notification of the second round elections and the formal handover date which would occur at the end of Semester Two.

Appointment of Management Committee

18. Should a nomination not be received for a position, the Director USQ Springfield 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

19. Should the President not be present for a Management Committee meeting that role is to be filled by the Vice President, Secretary or Treasurer in that order. The President and Vice President cannot appoint proxies. The Secretary and Treasurer 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

20. 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 Director USQ Springfield 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.

21. A member of the Management Committee who has been unable to provide effective service can be removed and replaced by the Director USQ Springfield 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, is unable to attend more than four months of meetings in a calendar year or deliberately breaches the '***Objects of the SRC***'. Should the elected President be replaced due to resignation or failure to provide effective service, their name may be removed from the SRC President's Honour Board and replaced

with the appointed president if the appointee fulfils this role for a longer period of time than the elected President.

22. The Student Newspaper Editor can be removed by the Campus Director should they be unable to organise the production of at least six editions per year with one of these editions distributed within one week of the start of Semesters One and Two. These editions are to comply with official, published USQ Springfield Student Newspaper Guidelines. The Campus Director will consider any extenuating circumstances that may have prevented compliance with publishing schedules.

23. The removal of any executive or representational member by the Campus Director must be supported with a majority no-confidence vote by the SRC Management Committee. A majority will be deemed to be greater than 50% of its current serving membership.

Meetings of the Management Committee

24. 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 Springfield students) can only attend by invitation of the majority of Committee members.

Notification of Meetings

25. Once the SRC has determined when the next meeting is to be held the secretary is to notify the USQ Springfield Events and Student Experience Manager (ESEM) of the date, time and location. The ESEM 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

26. All members of the Association at the time of elections will have the right to vote for the members of management committee. All members can vote for the executive positions 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, Secretary, Editor etc and the undergraduate Arts representative but no other positions. If the student was also enrolled as an international student, they would be able to vote for the international representative.

Role Clarification

27. In the event of a any disagreement or confusion between the Association's roles and activities and their interaction between Campus staff or Guild responsibilities, the Director USQ Springfield will be the final arbiter.

Interpretation of the Rules

28. The Director USQ Springfield is responsible for the clarification or resolution of disputed interpretation of the Rules. This may be done with reference to the University Lawyer.