



# USQ Student Representative Committee Guidelines

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## 1. Purpose

- 1.1 The purpose of the Student Representative Committee (SRC) Guidelines is to outline the guidelines and procedures for the operation and management of the Student Representative Committees across Ipswich, Springfield, and Toowoomba, both on campus and online

## 2. Objectives of the Student Representative Committee

- 2.1 To gather non-academic student feedback and report it to the Student Life Office, and otherwise liaise with the University of Southern Queensland in relation to student interests
- 2.2 Contribute to University of Southern Queensland planning and development of all student activities run by Student Life
- 2.3 Within Student Services and Amenities Fee guidelines, and University Guidelines, create a positive and inclusive campus culture through organising social, recreational, community and cultural activities for each campus specific student body, and online
- 2.4 Within Student Services and Amenities Fee Guidelines, encourage, promote and manage discussion on topical issues, social awareness and environmental matters for the entire student body

## 3. Eligibility

- 3.1 To be eligible to be a member of a Student Representative Committee in any given calendar year, a student must:
  - a) Be active in a University program and remain active for the required term
  - b) Maintain a GPA minimum of 4.0 across all years of study, or be within their first Semester of Study, or maintain satisfactory progress within research studies
  - c) Be enrolled in an undergraduate, postgraduate, or higher degree by research program in that calendar year
  - d) Not be employed by the University on either a continuing, fixed term, or casual basis of more than 0.5 full-time equivalent

## 4. Nomination Process

- 4.1 Nominations open for a duration of two weeks, beginning the Friday of Orientation Week in Semester One
- 4.2 Nominations must be received by 11:55pm on the Friday of the close of nominations. No late nominations will be accepted
- 4.3 At the Student Life Office's discretion, if there are vacancies to be filled, a second nomination period may open, beginning the Friday of Orientation Week in Semester Two
- 4.4 The nomination period may be extended by the Student Life Office in extenuating circumstances

- 4.5 Nominations can only be made via the applicable online nomination form each year, available on the USQ Website
- 4.6 Nominations not made through the online nomination form will not be accepted
- 4.7 Where over 20 nominations are received for any campus committee, an election will occur to determine which students will comprise the SRC for that academic year
- 4.8 Successful nominees will be members of the SRC from March to March the following year
- 4.9 Any student unsuccessful in the election will have the opportunity to be placed on a waiting list and be called upon to join the committee if a position becomes available in-between formal nomination rounds in Semester one and Semester two
- 4.10 If vacancies within the committee become available just prior to or during a formal nomination round, all students including previous unsuccessful election candidates on a waitlist, must formally re-apply for a position on the Committee
- 4.11 If positions are not filled during the Semester one nomination round, and no waitlist students are available, students can be co-opted by Student Life. The Student Life Office may liaise with existing SRC members to find additional students to fill positions
- 4.12 Students that are co-opted are to submit a formal ad hoc nomination form available on the USQ Website

## 5 Process of Student Representative Committee Elections

- 5.1 Where over 20 nominations are received for a campus specific SRC, an election will be triggered
- 5.2 The Student Enrichment Officer (Student Leadership) will act as the Returning Officer for the elections
- 5.3 All members of the student body at the time of elections, will have the right to vote for the members of the SRC for the current year
- 5.4 The election period will run for a period of two weeks
- 5.5 The election must start within one week of formal nominations closing

## 6 Campaigning Code of Conduct

- 6.1 All candidates must comply with the following University of Southern Queensland Policies and Procedures:
  - a) Student Code of Conduct Policy (<https://policy.usq.edu.au/documents/142753PL>)
  - b) Student General Misconduct Procedure (<https://policy.usq.edu.au/documents/142761PL>)
  - c) Student Expectations and Responsibilities Policy (<https://policy.usq.edu.au/documents/13446PL>)
  - d) Media Engagement Policy and Media Engagement Procedure (<https://policy.usq.edu.au/documents/13492PL>)
  - e) Prevention of Discrimination, Bullying, Harassment and Sexual Misconduct Policy (<https://policy.usq.edu.au/documents/21429PL>)

- 6.2 A 'candidate' is any person who has nominated for a position on a Student Representative Committee and has been publicly identified as a candidate in the election on the electronic election system
- 6.3 Campaigning must only take place after the beginning of the election period
- 6.4 Campaigning must only be conducted by current USQ students
- 6.5 Election campaigns can be through the use of electronic and non-electronic campaign materials. For example, candidates can make use of social media, posters, flyers and common hour stalls
- 6.6 A candidate can enlist other students to be their campaign volunteers
- 6.7 The candidates are required to make all reasonable efforts to ensure their campaign volunteers are aware of and follow the campaigning code of conduct

### **Campaigning Materials**

- 6.8 Campaign materials must include the candidates name, what they are running for in the election, and contact details if students have questions for the candidate
- 6.9 Posters and other advertising materials must only be affixed to designated University notice boards and display areas in University building foyers. Materials found elsewhere will be removed
- 6.10 Posters, pamphlets or flyers can only be distributed on University campuses and not at external locations or organisations
- 6.11 Pamphlets or flyers may be distributed by hand by the candidates in the election or their campaign volunteers
- 6.12 Pamphlets or flyers can also be left in common areas within the University, provided they are not left in an area where they can blow away. Pamphlets or flyers may not be placed on motor vehicle windscreens or left on seats in common rooms or lecture rooms
- 6.13 Campaign materials cannot be distributed to University students by email unless an individual student has first given their consent and email address to the candidate or campaign volunteer
- 6.14 Student Life will not provide any student email addresses to any candidate or other campaign volunteers for the purpose of election campaigning
- 6.15 Candidates are solely responsible for the creation and production of campaign materials and the University will not assist in producing or distributing campaigning materials
- 6.16 Candidates cannot distribute campaign materials during any teaching sessions
- 6.17 Where applicable, students must take direction from the Campus Services team in relation to on campus campaigning
- 6.18 Candidates wishing to use social media as a way of campaigning must abide by the USQ [Media Engagement Policy and Media Engagement Procedure](#)

### **General Campaigning and Election Conduct**

- 6.19 A candidate must not:
  - a) Make negative comments or defamatory remarks about other candidates
  - b) Use any photos of people or items not relevant to the candidate themselves

- c) Make vexatious or untrue comments about other candidates or their own campaign
- d) Bribe students to vote in their favour
- e) Cover other candidates' posters, remove them from noticeboards or common areas, deface materials, or vandalise materials

6.20 A candidate must:

- a) Act honestly about the candidate's own claims for election
- b) Not knowingly act dishonestly or compromise a fair and reasonable election
- c) Not make public statements that the candidate knows to be untrue about other candidates claims and a candidate's own claims
- d) Not make vexatious complaints against opponents and the electoral process during the campaign
- e) Not make misleading connotations and actions
- f) Not bully, harass or threaten other candidates or voters in any circumstances
- g) Not influence votes through bribery, misinformation, coercion, harassment, bullying or by offering a reward or incentive
- h) Not disrupt staff and students from undertaking their normal activities
- i) Not behave in a way which is contrary to State, Commonwealth Law or the Student Code of Conduct including but not limited to discrimination, bullying, harassment or sexual misconduct
- j) Not provide a voter with a computer or other device (including a laptop, tablet or smart phone) to enable the voter to cast their vote. Voters should only be directed to use their own computer, university computer or other personal device to cast their vote alone
- k) Not tamper or interfere with a computer program, system or election website used for the purposes of an election

## Election Complaints

- 6.21 Any candidate, campaigner, staff member, or student is entitled to report a breach of the election rules or any other relevant policies/procedures
- 6.22 The returning officer will accept complaints made in writing via [studentlife@usq.edu.au](mailto:studentlife@usq.edu.au) about breaches of election rules and/or associated student conduct and will seek to address the matter informally and as quickly as practicable. Alternatively, concerns about candidate conduct can be progressed under the [University Student Grievance Procedures](#) or [Prevention of Discrimination, Bullying, Harassment and Sexual Misconduct Policy](#). It is recommended that complaints be submitted as soon as possible following identification of breach of code of conduct to allow timely resolution. The Returning Officer will acknowledge the complaint within three business days and make contact with the complainant and the alleged offender
- 6.23 The act of submitting a vexatious complaint during the elections period is, in itself, considered to be a breach of the Code of Conduct for campaigning
- 6.24 The Returning Officer, in consultation with the Director (Student Life), may, acting in their discretion, dismiss any candidate or approved campaigner immediately on the grounds of abuse, coercion, intimidation, discrimination, bullying, harassment or sexual misconduct

- 6.25 The Returning Officer may decide to formally report an incident/conduct to the appropriate University bodies
- 6.26 If either party to a complaint are dissatisfied with the outcome determined by the Returning Officer or Director (Student Life), they may choose to lodge a formal grievance in line with the USQ [Student Grievance Resolution Procedure](#) or contact the Student Success and Wellbeing team through [Share a Concern](#)

### Consequences of Campaigning Code of Conduct Breaches

- 6.27 If a candidate breaches these guidelines, the Director (Student Life) has the discretion to disqualify a candidate from the election and being a member of the SRC for the entire academic year. A candidate may be eligible to apply again in the following year on a case-by-case basis, assessed by the Director (Student Life)

## 7. Student Representative Committee Positions

- 7.1 There is a Student Representative Committee at each Campus; Ipswich, Springfield and Toowoomba and each committee includes an online group
- 7.2 Students on the SRC can be appointed to Executive and/or Special Interest positions during their term of office through an internal vote
- 7.3 Positions on the Student Representative Committees are for a term of office of one year beginning in March and ceasing in March the following year
- 7.4 Positions cannot be extended into the next year. All students must re-apply for a position on the committee after their one-year term of office concludes
- 7.5 The existing Committee remains extant until the official notification of the future year nomination round and the formal handover date which generally occurs at the beginning of semester one
- 7.6 Executive positions on each campus' committee include:

**President** – The president is responsible for organising the committee. This includes maintaining the campus specific closed Facebook page and other communication channels and managing the committee members to attend and run events. The president is also responsible for ensuring all committee members are completing their duties and events are being successfully run

**Vice-president** – The vice-president is responsible for assisting the president with all duties mentioned above. The president and vice-president can work very closely together to manage the committee and ensure all aspects of the committee's requirements are being met

**Secretary** – The secretary is responsible for arranging the monthly meetings, conducting the monthly meetings, preparing the agenda for the meetings and taking notes during the meetings

**Treasurer** – The treasurer is responsible for the maintenance of funds, including the spending, monitoring the budget, documenting spending and filing of invoices and receipts for the relevant Student Representative Committee

- 7.7 Special Interest and other representatives on each committee may include;

- **School Representatives** - to represent their relevant student cohort

- **International Representatives** – aim to integrate the cultural diversity in the university and create cultural awareness
- **Postgraduate Representatives** – dedicated to supporting and representing postgraduate students
- **Indigenous Representatives** – dedicated to supporting and representing both Indigenous and non-Indigenous cohorts
- **Online Representatives** – dedicated to supporting and representing online students
- **LGBTIQ+ Representatives** – dedicated to supporting and representing students of diverse sexuality and gender
- **Welfare Representatives** – dedicated to supporting and representing students welfare needs and requirements
- **Students with Disabilities Representatives** – dedicated to supporting and representing all students to ensure diverse accessibility
- **Mature Aged Representatives** – dedicated to supporting and representing mature aged students
- **Clubs and Societies Representatives**- dedicated to supporting and representing student clubs and societies in a wide range of areas including but not limited to issues and initiatives
- **Sports Representatives** - dedicated to supporting and advocating for students involved in sport and university sporting and recreational activities
- **Events Representatives** - dedicated to supporting and advocating for student events and activities and university social initiatives

## 8 Appointment to a Student Representative Committee Position

- 8.1 Once elected as a member of the SRC, any member can nominate for an executive position, including President, Vice-President, Secretary, or Treasurer
- 8.2 Members can nominate for multiple executive positions but can only be appointed to one executive position. If more than one person nominates for a position, then a secret ballot will occur at the Annual General Meeting or Special General Meeting. The student with the most votes will win the position
- 8.3 Voting for executive and special interest positions can only take place if 75% of members are in attendance at an Annual General Meeting or Special General Meeting
- 8.4 Where a tie occurs, another vote will occur where only the tied nominees can be voted for
- 8.5 If a tie still occurs, the Student Life Office will determine which member will be appointed to the position. The Student Life Office may request each candidate give a short summary outlining why they are suitable for the position to assist in the decision-making process
- 8.6 Once the executive positions are filled and finalised, nomination for special interest positions can commence
- 8.7 All members, including executive positions can elect to nominate themselves for one or more special interest positions
- 8.8 Multiple members are allowed to hold the same special interest representative position
- 8.9 These special interest positions stated in the SRC Guidelines are a guide only and suggestions from the student cohort will be taken on board for the SRC to discuss
- 8.10 In the event of any disagreement or confusion between the SRC's roles and activities, their interaction between USQ staff, or Student Life responsibilities, the Student Life Office will be the final arbiter



## 9 Student Representative Committee Duties

- 9.1 Committee members must complete the compulsory training requirements of the role including but not limited to SRC Role Induction training, Food Safety training, and Cultural Capabilities training within one month of their term start
- 9.2 The Student Life Office may remove SRC members who fail to complete all training requirements within this time frame
- 9.3 Committee members must undertake their primary representational duties as well as secondary executive duties if appointed, for the duration of March to March the following year as per their position descriptions
- 9.4 Refusal or failure to do so will be classed as being unable to provide effective service as per the clause Resignation, Removal and Replacement of SRC Members (Section 11)
- 9.5 If requested, Student Life can arrange for generic SRC contact emails to be created for use by executive members
- 9.6 Meetings of the SRC are to be held at least once per month, at a time determined by the President and/or Secretary to ensure maximum attendance and which does not prohibit participation by any individual member
- 9.7 All meetings must provide a way for participants to join online
- 9.8 Student members are expected to attend and actively participate in all meetings, including reviewing all agenda materials prior to the meeting
- 9.9 Students are required to RSVP for meetings with at least 24 hours' notice. Failure to RSVP within this timeframe will result in a warning, unless there are extenuating circumstances
- 9.10 The Secretary is to develop the agenda in consultation with members of the committee
- 9.11 A minimum of one week's notice is to be given for a meeting
- 9.12 Standard meeting protocol is to be applied and minutes are to be kept by the Secretary and sent to SRC members after the meeting has concluded
- 9.13 Attendance at events and general meetings, including proxy representation and general student attendance is to be recorded for reporting purposes
- 9.14 Should the President not be present for an SRC 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 chosen 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 advise the name of their proxy
- 9.15 Student members have a responsibility to maintain their eligibility as defined in Section 3 and are required to advise the President or Student Life of any changes to their eligibility. Failure to maintain eligibility requirements will result in automatic removal from the SRC as stated in Section 11
- 9.16 Student members are to uphold the University of Southern Queensland's values and abide by the [Student Code of Conduct](#) at all times, on and off University property.
- 9.17 Student members must act within the SRC's best interest. Members are expected to consistently play a facilitation role, present recommendations to existing committees, and ensure that appropriate consultation and communication occurs between the SRC and the entire student cohort

## 10 Performance Review

- 10.1 Student Life will conduct student member performance reviews in May, July, and August each year
- 10.2 Performance reviews are conducted to ensure members are meeting the requirements of their role and providing effective service to their Student Representative Committee
- 10.3 Performance reviews will include review of compulsory training completion, general meeting attendance, event and activity participation, overall student conduct requirements and general check in conversations and feedback opportunities
- 10.4 During the performance review, students will be encouraged to provide feedback to the Student Life Office about the operation and management of the SRC
- 10.5 All Student members are required to meet with Student Life to complete all three performance reviews and failure to attend a review will result in a written warning
- 10.6 If a student member fails to attend a review, Student Life will still conduct a review internally. If the internal review deems the member as not providing effective service, Student life can remove the member from the committee

## 11 Resignation, Removal and Replacement of Student Representative Committee Members

- 11.1 A member of the SRC can elect to resign from their position by handing in a formal resignation letter (or email) to the President or Secretary as well as the relevant Student Life staff member.
- 11.2 Resignation of members will assume no financial or academic penalty and will not hinder reapplication in the future. Student Life may impose a minimum time frame to expire before the student can re-apply
- 11.3 If a student has been removed from the SRC due to ineffective service, they must wait a minimum of one year before re-applying for an SRC position, unless there are extenuating circumstances
- 11.4 In the event the candidate wishing to resign is on the executive committee, SRC members must internally re-vote for the available position during a special general meeting within a month of the resignation
- 11.5 A member of the SRC will have said to have provided ineffective service to the committee if:
  - The member accumulates three (3) or more warnings within three (3) months
  - The member fails a quarterly performance review
  - The member is no longer eligible to be an SRC member as per Section 3
  - The committee is advised of a member's breach of the USQ Student Code of Conduct
- 11.6 A warning for ineffective service can be given for any of the following conduct:
  - a member does not complete the required compulsory training sessions within one month of the start of their term of office
  - a member does not attend a quarterly performance review
  - a member is does not RSVP or attend an SRC meeting or event without reasonable explanation, as determined by the Student Life Office
  - deliberately breaches the 'Objectives of the SRC'
  - discrimination, bullying, harassment or sexual misconduct
  - any other conduct the Student Life Office deems as ineffective service

- 11.7 A member of the SRC who has been unable to provide effective service can be removed immediately by Student Life.

## 12 Conflict of Interest

- 12.1 Student members of a Student Representative Committee and observers must comply with section 4.2.2 of the USQ Student Code of Conduct Policy relating to Conflict of Interest.
- 12.2 Members of the SRC or observers are required to identify potential, perceived or actual conflicts of interest and make this known at the commencement of each meeting
- 12.3 If a conflict of interest is identified, the President of the SRC must notify the appropriate Student Life staff member and work together to determine the appropriate strategy for managing the conflict
- 12.4 If a conflict of interest is identified during a meeting, that member will not have voting rights for the item in question. The conflict must be documented in the meeting minutes

## 13 Reporting

- 13.1 Due to Student Representative Committees being funded by the Student Services and Amenities Fee (SA Fee), the SRC's will be required to report on all activities run on-campus and online, the number of students that engage with activities, and the student experience
- 13.2 Members of the SRC must also complete statistical reports and updates and compile feedback from students. These must be completed after all major events
- 13.3 Event plans and attendance records must be created and completed for each event the SRC completes to obtain both qualitative and quantitative data from each event

## 14 Review

- 14.1 Members of the SRC should conduct a review of the SRC at the end of semester one and two and report on the success of events and engagement run by the committee

## 15 Compensation for Student Representative Committee Members

- 15.1 Representatives on the Student Representative Committees will receive a one-off financial incentive following their successful completion of their full Term of Office (one year) in the form of a gift voucher. Executive members will receive a one-off additional payment of a gift voucher at the end of their Term of Office. No other form of financial incentive will be provided to the Student Representatives
- 15.2 Student Representatives that are co-opted to a Student Representative position in the committee part way through the Term of Office will still receive a one-off financial incentive following their successful completion of their term of office (nine months or less) and the amount due to the student will be determined pro rata after being assessed by Student Life staff, which will be dependent on actual involvement and actual duration in the Student Representative position
- 15.3 Compensation for general members who are later co-opted to the executive SRC position will be determined by the Student Life Office

- 15.4 Student Life will provide all Student Representative Committee members with exclusive access to [LinkedIn Learning](#)
- 15.5 Student Life where available will provide Student Representatives with a limited number of exclusive professional development opportunities to attend external national leadership conferences
- 15.6 Student Life where available will provide Student Representatives with a limited number of external professional development opportunities and training opportunities
- 15.7 Student Life where available will provide Student Representatives with a limited number of external professional development opportunities through local Chamber of Commerce events
- 15.8 Student Life where available will provide Student Representatives with a limited number of internal professional development and training opportunities

## 16 Interpretation of the Rules

- 16.1 Student Life is responsible for the clarification or resolution of disputed interpretation of the guidelines. This may be done with reference to the University Lawyer