

Section 1 - Functions and Authorisations

(1) Subject to the SCU Act, any By-Laws of the University and any Rules of the University, the Student Representation Committee is authorised to:

- a. develop recommendations about how SSAF and non-SSAF monies for services to students should be spent. The recommendations will be approved by the Vice Chancellor;
- b. be a recognised means of communication between its various student cohorts and the University to promote harmonious relations between its student cohorts and the University;
- c. represent its student cohorts in matters affecting their educational, social and cultural interests, but excluding those solely or mainly concerned with their religious or political interests;
- d. provide a forum for the dissemination, discussion and debate of information and knowledge about matters of student interest;
- e. promote the participation of their student cohort in, and the consideration of, matters affecting their interests; and
- f. provide a point of contact for advocacy assistance to their student cohorts as required.

(2) The Student Representation Committee must ensure that, at all times, it complies with the HESA, the Representation Guidelines and any other relevant legislation.

Section 2 - Interpretation

(3) In these Rules of the Student Representation Committee:

- a. "HESA" means the Higher Education Support Act 2003 (Cth);
- b. "Representation Guidelines" means the Student Services, Amenities, Representation and Advocacy Guidelines that were made pursuant to the HESA;
- c. "SCU Act" means the Southern Cross University Act 1993 (NSW); and
- d. "SSAF" means the student services and amenities fee that can be levied by the University upon students in accordance with the HESA.

Section 3 - Objectives

(4) The Student Representation Committee will be concerned with the improvement of the student experience for all students at the University across all campuses of the University and partner provider locations (within Australia) and students studying online or via distance education.

Section 4 - Structure and Membership

(5) The structure and membership of the Student Representation Committee shall be as follows:

- a. Elected Lismore Campus Student Representative;
- b. Elected Coffs Harbour Campus Student Representative (including the National Marine Science Centre);
- c. Elected Gold Coast Campus Student Representative (including Beachside and Riverside);
- d. Elected Postgraduate Student Representative;
- e. Elected External Student Representative (including students enrolled at The Hotel School Sydney, Port Macquarie Base Hospital, Mt. Gambier and online, and at offshore locations.
- f. Elected International Student Representative
- g. President (or their alternate) - Coffs Harbour Students Association (Coffs SA)
- h. President (or their alternate) - Gold Coast Campus Student Association (CoastRs)
- i. President (or their alternate) - Lismore & External Students Association (LEXSA)
- j. President (or their alternate) - Southern Cross Postgraduate Association (SCPA)

Section 5 - Term of office

(6) Subject to Rule 13 the elected student members on the Student Representation Committee shall hold office for a term of up to 2 years.

(7) Each year the term of appointment of the Student Representation Committee will commence on 1 January and end on 31 December.

Section 6 - Elections

(8) Prior to the end of each calendar year, the University will arrange (and meet the costs of) an online voting process for all enrolled students to:

- a. nominate themselves or another student for any vacant positions as set out in Rules (5)a to (5)f on the Student Representation Committee; and
- b. vote to elect students to any vacant positions set out in Rules (5)a to (5)f on the Student Representation Committee.

(9) It is not compulsory for students at the University to nominate for a position on the Student Representation Committee or to vote for those who have nominated for a position on the Student Representation Committee.

(10) Students can only nominate to hold one position on the Student Representation Committee.

(11) Elections will be conducted on an optional preferential system.

Section 7 - Eligibility

(12) To be eligible to nominate themselves for one of the positions set out in Rules (5)a to (5)f on the Student Representation Committee, a student must:

- a. clearly demonstrate to the satisfaction of the University that they represent the cohort of students at the University for which they nominate;
- b. be enrolled in units or load at the University in the 6 months prior to the notice of election for nomination of students on the Student Representation Committee;
- c. not be employed by the University at a time fraction of 0.5 or more on a continuing (permanent) basis;
- d. not be suspended or on a leave of absence from the University;
- e. be able to serve a minimum of up to two years as an elected member on the Student Representation Committee - see Rule (6) above; and
- f. fulfil all eligibility criteria in this Rule (12) for the duration of their term of office on the Student Representation Committee.

(13) To be eligible to vote to elect students to the positions set out in Rules (5)a to (5)f on the Student Representation Committee, a student must be:

- a. enrolled in units or load at the University in the 6 months prior to the notice of election for nomination of member on the Student Representation Committee; and
- b. not be suspended or on a leave of absence from the University.

(14) Elected student representatives can only hold one position on the Student Representative Committee.

Section 8 - Meetings

(15) The University's Deputy Vice Chancellor (Education) or Relevant Executive Committee Member will act as Chair of the Student Representation Committee.

(16) The University's Head of Campus at the Gold Coast and Coffs Harbour together with the University Council Student Representative will be invited to be observers at meetings of the Student Representation Committee.

(17) The Chair may invite other observers to attend the Student Representation Committee meetings from time to time.

(18) Invited Observers at a Student Representation Committee meeting will be entitled to receive all agenda papers and see and hear the proceedings of the Student Representation Committee and will have the right to contribute to debate at Student Representation Committee meetings.

(19) The Chair will appoint a Secretary of the Student Representation Committee to send notices of meetings and agendas, take minutes at meetings and attend to administrative queries.

(20) The Student Representation Committee shall meet at least quarterly.

(21) Additional meetings of the Student Representation Committee may be called by the Chair as required.

(22) At least one meeting each year must be held at each campus (Lismore, Coffs Harbour and Gold Coast).

(23) Meetings do not need to be attended in person, i.e. other technologies may be utilised as appropriate (if those services are available).

(24) Notice of a meeting and an electronic copy of the agenda papers shall be circulated by the Chair to each member of the Student Representation Committee at least 5 clear working days before each meeting.

(25) The Chair may allow additional agenda papers to be circulated with less notice or to be tabled at the meeting.

(26) Any notice of motion, report, or other business must be submitted in writing to the Chair at least 10 clear working days before the day of the meeting. Matters submitted after this time may be accepted at the discretion of the Chair.

(27) A quorum for a meeting is more than 50% of members.

(28) If a quorum is not present at the commencement of the meeting, the meeting may continue but the views of those members not present will have to be sought after the meeting before decisions can be ratified.

(29) The Chair must preside at all meetings of the Student Representation Committee.

(30) The University will be responsible for meeting the reasonable pre-approved travel expenses of members attending Student Representation Committee meetings.

Section 9 - Conflict of Interest

(31) SRC representatives and observers must comply with Part B clauses 42-63 of the SCU Code of Conduct relating to Conflict of Interest.

(32) SRC representatives and observers are required to identify potential or actual conflicts of interest as outlined in the SRC Agenda at the commencement of each meeting.

(33) Should a conflict of interest be identified, the Chair will determine the appropriate strategy for managing conflict. Such strategies may range from registering the conflict to restricting involvement, recruiting a disinterested third party or removing the person completely from the situation.

Section 10 - Voting

(34) Upon any question arising at a meeting of the Student Representation Committee, each of the members have one vote.

(35) The Chair is not considered a member, and does not vote, except in the case of equality in voting in which case the Chair holds the casting vote.

Section 11 - Removal and resignation of members

(36) The Chair may remove a member on the Student Representation Committee from office if:

- a. the Chair is of the opinion, and a resolution is passed by a majority four-fifths vote of the Student Representation Committee, that the member has:

- i. neglected their duties or responsibilities as a member of the Student Representation Committee;
 - ii. disregarded the objectives of the Student Representation Committee;
 - iii. impeded the Student Representation Committee to conduct its business;
 - iv. engaged in conduct that is disruptive and disrespectful to other members of the Student Representation Committee; and/or
 - v. impedes the ability of the Chair to direct a meeting of the Student Representation Committee;
- b. the member no longer fulfils the eligibility requirements in Rule (12).
 - c. the member fails to attend 2 consecutive meetings of the Student Representation Committee, without apology;
 - d. during the term on the Student Representation Committee a member is found by the University, through its formal procedures, to have engaged in a breach of discipline or misconduct (including harassment, discrimination, bullying) in relation to any matter.

(37) If the Chair removes a member from the Student Representation Committee, the member must be given:

- a. particulars in writing of what is alleged they have done or failed to do in breach of their duties, at least 1 week before the meeting at which the motion to remove them is to be considered; and
- b. a reasonable opportunity to make written submissions to, attend and be heard at that meeting.

(38) A member on the Student Representation Committee may resign in writing delivered to the Chair.

(39) If a member removed from office by the Chair believes their removal to be unfair, or not in accordance with these Rules, the removed member may have access to the University's official grievance processes.

(40) If a member is removed from office or is unable to continue in their role on the Student Representation Committee for whatever reason, the Chair may:

- a. invite the next most successful candidate for that student cohort from the elections to hold the position on the Student Representation Committee; and
- b. if there were no more candidates for that student cohort during the elections, invite any student from that student cohort to hold the position on the Student Representation Committee.

Section 12 - Reporting

(41) Prior to the end of each calendar year, the Student Representation Committee shall submit an annual written report to the Vice Chancellor. The report shall include details of expenditure in the previous year and an outline of events, achievements and highlights.

Section 13 - Review

(42) These Rules shall be reviewed by the Student Representation Committee at least every 2 years.

(43) Any recommendations for changes to these Rules are to be made by the Student Representation Committee to the Chair of the Student Representation Committee.

(44) The effectiveness of the Student Representation Committee and the provision of any student services carried out by service providers will be subject to independent evaluation.

Section 14 - Meeting schedule

The Student Representation Committee meeting schedule is normally quarterly with meetings in February, May, August and November.