

STUDENT REPRESENTATIVE COUNCIL TERMS OF REFERENCE



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1 ESTABLISHMENT

The Student Representative Council will provide reports, recommendations and/or advice to the University Council and University's management.

2 FUNCTIONS AND RESPONSIBILITIES

This Council is responsible for the student experience for CQUniversity students studying via all study modes, including on-campus and online.

The student experience includes:

- student amenities and services
- the University's policy documents regarding student life
- student life for students based on campus or studying online, and
- the University's physical, cultural and technological learning environments.

This Council's functions and responsibilities are to:

- 2.1 Consider matters referred to it by University management, the University Council or other University body, including partner provider institutions, in relation to the student experience and the provision of student services and amenities as per the [Higher Education Support Act 2003](#) (Cwlth) and the [Higher Education Support \(Student Services, Amenities, Representation and Advocacy\) Guidelines 2022](#) (Cwlth).
- 2.2 Consider recommendations in regard to provision of student services and amenities made by its members, and if deemed appropriate, forward these recommendations to University management.
- 2.3 Consult with, and provide an avenue for, students to provide feedback and recommendations regarding the student experience and topical issues.

The Student Representative Council adopts the University's [Freedom of Speech and Academic Freedom Policy](#) throughout its operations.

3 REFERRAL OF MATTERS

This Council may refer any item to University management for discussion, consideration and/or action, and may refer relevant matters for action or noting to other committees or officers as appropriate.

4 SUB-COMMITTEES

This Council may establish standing or ad hoc sub-committees and approve their terms of reference, which must be constructed to ensure consistency and coordination between the functions of all sub-committees.

This Council will receive reports from its sub-committees and be responsible for monitoring and evaluating each sub-committee's activities against their functions and responsibilities.

5 MEMBERSHIP

This Council will comprise:

Appointed members:

- One member of University Council (or nominee), appointed by the University Council.

Nominated members:

- One member of Alumni, nominated by the Director Strategic Engagement.

Elected members:

- One higher education student from each CQUniversity region, elected by and from the students enrolled at each region (i.e. the Wide Bay Burnett region representative will be elected by and from students living in that region with an on campus or mixed mode enrolment in their course)
- One research higher degree student, elected by and from enrolled research higher degree students
- One postgraduate online education student, elected by and from enrolled postgraduate online education students (with an online enrolment in their course)
- One undergraduate online education student, elected by and from enrolled undergraduate online education students (with an online enrolment in their course)
- One postgraduate international student, elected by and from enrolled postgraduate international students
- One undergraduate international student, elected by and from enrolled undergraduate international students
- One Indigenous student, elected by and from enrolled Indigenous students
- One Skills for Tertiary Education Preparatory Studies (STEPS) student, elected by and from enrolled STEPS students
- Two vocational education and training (VET) students, elected by and from enrolled VET students, and

- One LGBTI+ student, elected by and from all students.

Co-opted members:

- Up to two co-opted members may be appointed by the Council, to provide input into particular matters and ensure representation consistent with the Council's responsibilities.

Terms of office

Members will serve for a term of office of two years, excluding:

- VET students - who shall serve a term of office of six months, and
- enabling students - who shall serve a term of office of one year.

The term of office for nominated and co-opted members will commence in March each year.

The term of office for elected members will commence at the next scheduled meeting after elections are declared.

Members may serve for no more than two terms of office.

Leave of absence

Where a member is aware that they will be absent from the University and/or unable to attend Council meetings for an extended period, the member may apply to the Chair for leave of absence for the period. For the purpose of calculating quorum, the membership will be reduced by the number of members on approved leave of absence at the time of the meeting.

6 RIGHTS OF AUDIENCE AND DEBATE

This Council may extend rights of audience and debate on a standing or ad hoc basis. Attendees with rights of audience and debate may participate in meetings, but have no voting rights.

Those holding the following or equivalent positions (or their nominee) shall have standing rights of audience and debate at meetings:

- Vice-Chancellor and President
- Chief Operating Officer
- Vice-Presidents
- Deputy Vice-Presidents
- Deans of Schools
- Directors of business areas.

7 OBSERVERS

Observers are welcome with the Chair's prior permission and provided they advise the Secretary in advance. Observers are entitled to see and hear the proceedings of the meeting but have no voting rights and no right to speak at meetings, unless invited to do so by the Chair. Observers must leave the meeting when requested by the Chair, or if any matters are to be considered in closed session.

8 CHAIR AND DEPUTY CHAIR

The Chair will be elected from within this Council and will be elected by Council members. The elected Chair will be the official spokesperson for the Council. The Chair will serve for a term of office of one year.

The Deputy Chair will be elected from within the student membership of this Council and will be elected by Council members. In the absence of the Chair, the Deputy Chair will preside. The Deputy Chair will serve for a term of office of one year.

The Chair will nominate an alternate Chair if the Chair and Deputy Chair are unable to attend a scheduled meeting.

The Chair and Deputy Chair must adhere to the requirements of their respective position descriptions. Any breach of the position description requirements will be dealt with under Clause 13 Removal of a Member from Office.

9 SECRETARY

The Student Representative Council Secretary will be appointed by the Vice-President (Student Success) to assist the Student Representative Council with advice and secretariat support.

10 CASUAL VACANCIES

A casual vacancy on this Council will occur if a member is deemed to have vacated their position. A position of this Council will be deemed to have been vacated if the member:

- a) dies
- b) resigns from the office in writing, addressed to the Secretary. Such resignation will take effect on the date stated in the resignation, or in the case of no stipulated date, at the expiration of 14 days of the service of notice to the Secretary
- c) is absent from two consecutive meetings of this Council without accepted apology or an approved leave of absence, or
- d) ceases to be a current enrolled student of the University, reaches Monitoring Academic Progress Stage 2 (under the Monitoring Academic Progress (MAP) Policy and Procedure), or retain enrolment in the membership category that was the basis for membership to this Council.

Casual vacancies may be filled through expressions of interest received for position vacancies outside of an election period.

The term of office for a member to fill a casual vacancy for an elected position shall be for either the remaining duration of the vacated position's term of office or the next election period, whichever is the shorter term.

This Council may continue to act notwithstanding any vacancy in its membership.

11 MEETING ETIQUETTE

Members are to be professional and respectful at meetings, and not use inflammatory language or engage in bullying, inappropriate or intimidating behaviour.

12 CONDUCT OF A MEMBER

Members must:

- act honestly and with integrity
- act at all times in the interests of the University
- act in accordance with the Member Position Description
- exercise due care, skill and diligence in their duties
- be independent in judgement and action
- maintain the confidentiality of information obtained in the course of their duties as a member. Members are to use such information only for the purposes for which it was provided
- attend Council meetings
- conscientiously seek to understand enough about the role and function of this Council to carry out their duties as members in an appropriate way
- conscientiously seek to sufficiently understand the proposals before this Council to be able to make appropriately informed decisions, and
- participate, as far as they reasonably find themselves able to do so, in functions of this Council which are held from time-to-time and also in functions of the University where the attendance of members is appropriate.

13 REMOVAL OF A MEMBER FROM OFFICE

This Council may terminate a person's membership if a majority of this Council are satisfied the member:

- fails to comply with the provisions of these Terms of Reference
- fails to adhere to the requirements of the relevant position description
- conducts themselves in a manner considered to be injurious or prejudicial to the character or interests of this Council
- is absent from two consecutive meetings of this Council without accepted apology or an approved leave of absence, or
- reaches Monitoring Academic Progress Stage 2 under the Monitoring Academic Progress (MAP) Policy and Procedure.

If this Council resolves to remove a member from office under this section, this Council must as soon as practicable:

- give the member notice and the reasons for it, and
- call a Council meeting to allow the member the opportunity to present fully their case and this Council shall have the opportunity of presenting its case. The resolution to remove the member shall be determined by the vote of the members present.

Appeals

If a member removed from office believes their removal to be unfair, or not in accordance with the Terms of Reference, the removed member may submit an appeal in writing to the Vice-President (Student Success). Details of how to submit the appeal are available from the Student Representative Council Secretary.

14 QUORUM

The quorum for a Council meeting shall be 50 per cent of the membership, plus one. When 50 per cent of is not a whole number, the next highest number plus one shall form quorum.

Where a loss of quorum is identified, the meeting may be adjourned until a time the Chair determines. Any matters for decision considered when the meeting is inquorate must be subsequently ratified at the next Council meeting before those decisions can be actioned.

15 CONFLICT OF INTEREST

Members are required to declare to the Chair any real, perceived or potential conflict of interest they may have with any item on the agenda.

If the Chair or Council determines a member to have a conflict of interest in a matter that is being considered before this Council, the member will be excused from Council discussions and deliberations on those matters.

16 MEETINGS

Council meetings may be held face-to face, by telephone, videoconference, or other electronic means. The Council shall determine its meeting schedule in advance and meet as scheduled. Meetings shall be held at least five times per year.

Council decisions may be made at a duly called and constituted meeting, or by a resolution in writing to all members and electronically approved by at least a quorum of the members.

Members will be entitled to vote only at meetings at which they are present.

Members are required to be fully prepared for each meeting, having read the documentation in advance, and to make every reasonable effort to attend each meeting.

17 ELECTIONS TO STUDENT REPRESENTATIVE COUNCIL

Election to this Council is open to all students enrolled in any award or enabling course of the University whose academic progress is deemed as satisfactory (not at Monitoring Academic Progress Stage 2 or higher).

Elections for positions on this Council will be conducted after Term 1 census date of the same year the student members are to serve.

All elections for this Council will be conducted as voluntary secret electronic ballots of eligible students. All eligible students will be entitled to vote in accordance with the category of voters set out in the membership requirements.

The roll of persons eligible to vote in any election will be that list of students verified by the Returning Officer.

Students employed by the University at 0.5 or higher are ineligible to nominate for elected Council positions. Nominating students must have at least two terms remaining in their studies, except for VET students who must have at least six months remaining in their studies.

The [Election of Members to University Committees Procedure](#) specifies the election procedures to be followed for all Student Representative Council elections, including nomination, voting procedures and appointment of the Returning Officer.

18 ACCESS TO RESOURCES

Members will be provided with access to any resources they reasonably require to fulfil their duties as a Council member.

19 AGENDAS AND MINUTES

Agenda papers will be distributed at least three working days prior to the meeting, via the [Student Portal](#). Members will be notified by email of the location and availability of material. Members are encouraged to view the agenda electronically during the meeting.

Only with the Chair's permission will late papers be accepted. All papers must be submitted to the Secretary by the specified submission deadline.

Committee records are subject to the Queensland [Public Records Act 2002](#) and must be retained by the Secretary in accordance with the University's [Records Management Policy and Procedure](#).

Minutes are to be prepared from each meeting. The Chair will review the draft minutes and action sheet of each meeting, after which the Secretary will circulate the documents to all members and include them in the agenda papers for the next meeting.

20 EVALUATION AND REVIEW

To ensure that this Council is fulfilling its duties, it will undertake an annual self-assessment of its performance against its terms of reference and provide that information to the Vice-Chancellor and President via the University Management Committee, along with any information the Vice-Chancellor and President or University Management Committee requests to facilitate its review of this Council's performance and its membership.

21 INDEMNITY

The University has no legislative obligation to indemnify Council members for their actions done in good faith. In practice, the University maintains adequate levels of Directors' and Officers' Insurance cover, reviewed on an annual basis.

The University will indemnify and keep indemnified each member of this Council against all actions or claims (whether arising during or after the term of office of that member) in respect of any act or thing done or omitted to be done in good faith in the exercise or purported exercise of any power or duty conferred or imposed upon this Council or upon any member or members of this Council by or under this Terms of Reference.

22 RELATED DOCUMENTS

[Constitution of the Central Queensland University Student Association](#)

[Election of Members to University Committees Procedure](#)

[Higher Education Support Act 2003](#) (Cwlth)

[Higher Education Support \(Student Services, Amenities, Representation and Advocacy Guidelines\) 2022](#) (Cwlth)

[Monitoring Academic Progress \(MAP\) Policy and Procedure – Domestic Students](#)

[Monitoring Academic Progress \(MAP\) Policy and Procedure – International Students](#)

[Student Charter](#)

23 FEEDBACK

Feedback about this document can be emailed to policy@cqu.edu.au.

24 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Vice-Chancellor and President
Delegated Approval Authority	N/A
Advisory Committees	University Management Committee Student Representative Council
Required Consultation	N/A
Administrator	Vice-President (Student Success)
Next Review Date	25/08/2024

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