

CONSTITUTION
of the
CENTRAL QUEENSLAND UNIVERSITY STUDENT ASSOCIATION

1 Preliminary

- 1.1 The Central Queensland University Student Association established by and under the *Central Queensland University Act 1998* is herein after referred to as the Association.
- 1.2 This Constitution shall take effect on the date of 30 September 2019 following approval by the Council of Central Queensland University.

2 Definitions

- 2.1 In this Constitution, unless the contrary intention appears:
- 2.1.1 "Academic Year" means the length of time in each calendar year as set out in the University's calendar during which the University conducts formal tuition, revision and examination periods, as defined by the University.
- 2.1.2 "Association" means the Central Queensland University Student Association.
- 2.1.3 "CQUni" means Central Queensland University.
- 2.1.4 "Member" means those persons who are members of the Association pursuant to Part 5 of this Constitution.
- 2.1.5 "Returning Officer" means any person employed by the University appointed to conduct the Association's Annual Elections.
- 2.1.6 "Secret Ballot" means a method of voting that allows a vote to be recorded but which does not disclose how any particular person voted.
- 2.1.7 "Student" means a person recognised as such by Central Queensland University.
- 2.1.8 "Enrolled" means an enrolled student who has a current enrolment in a unit or course and is studying in a unit and who has paid any fees or charges required by the University.
- 2.1.9 "Vocational Education and Training" means vocational education and training that provides students with skills and knowledge for work, enhances employability and assists learning throughout life.
- 2.1.10 "Enabling" means a non-award course that prepares a student for general and/or discipline-specific university study.
- 2.1.11 "Student Representative Council" means the Student Representative Council elected by members pursuant to Part 5 of this Constitution.
- 2.1.12 "University" means the Central Queensland University established by the *Central Queensland University Act 1998*.
- 2.1.13 "Vice-Chancellor and President" means the Vice-Chancellor and President of Central Queensland University.

3 Interpretation

- 3.1 This Constitution is in all respects subject to the provisions of the *Central Queensland University Act* and the Statutes made there under.
- 3.2 Except to the extent that such interpretation shall be excluded by or be repugnant to the context, in this

Constitution words imputing the singular or plural shall be deemed to include the plural or singular number respectively.

4 The objects of this Association are:

- 4.1 The CQUni Student Association will be concerned with the improvement of the student experience for all CQUni students across all campuses of the University and ancillary locations (within Australia) and students studying via distance education. This will involve consulting with, and providing an avenue for, students to provide feedback and recommendations in regards to:
 - 4.1.1 Student amenities and services.
 - 4.1.2 CQUni's policies and procedures in regards to students.
 - 4.1.3 Student life for students based on campus or via distance education.
 - 4.1.4 CQUni's physical, cultural and technological learning environments.
- 4.2 The Student Association will make recommendations to the Deputy Vice-Chancellor (International and Services) or Student Services Amenities Fee Committee as the University contact regarding the use and proposed use of proceeds from the student services and amenities fee as per the Higher Education Support Act 2003 Cwth and the Student Services, Amenities, Representative and Advocacy Guidelines ('the Representative Guidelines') for the provision and improvement of student services and amenities.
- 4.3 To be independent of religious or political organisations and affiliations to those organisations.

5 Membership

- 5.1 The Association is a voluntary membership organisation to which all enrolled students of the University are entitled to membership.
- 5.2 There shall be the following class of membership of the Association.

Ordinary Membership

- 5.2.1 Any person who is enrolled as a student in any award or enabling course of the University, shall upon acceptance be an Ordinary member of the Association. The period of Ordinary membership will be the term of enrolment at CQUni.
- 5.2.2 Ordinary members shall have the following rights and privileges:
 - (a) stand and vote in elections to the Student Representative Council in the relevant categories (5.3) of the Student Representative Council open to Ordinary members.
- 5.3 The Student Representative Council shall consist of Association Members elected in the categories outlined in its Terms of Reference.
- 5.4 Membership on the Student Representative Council may include appointed, nominated and co-opted members as prescribed in the Student Representative Council Terms of Reference.

6 Term of Office

- 6.1 Ordinary members elected to the Student Representative Council shall serve for a term of office of two years. With the exception of Vocational and Educational Training (VET) Ordinary members who shall serve a term of office of six months and Enabling Ordinary members who shall serve a term of office of one year.
- 6.2 The term of office for Ordinary elected members shall commence at the next scheduled meeting after elections are declared.
- 6.3 Appointed, nominated and co-opted members term of office will be as prescribed in the Student Representative Council Terms of Reference.

7 Election of Chairperson and Deputy Chairperson

- 7.1 The inaugural meeting of the incoming Student Representative Council shall be convened to elect the chairperson.
- 7.2 The Student Representative Council will also elect a deputy chairperson from within the membership of the Student Representative Council.
- 7.3 The elected chairperson and deputy chairperson will retain their elected membership for the duration of their term of office as chairperson and deputy chairperson.
- 7.4 The elected chairperson and deputy chairperson shall serve for a term of office of one year.
- 7.5 The elected chairperson shall be the official spokesperson for the Association.

8 Casual Vacancy

- 8.1 A casual vacancy on the Student Representative Council shall occur if a member is deemed to have vacated their position. A position of the Student Representative Council shall be deemed to have been vacated if the member:
 - (a) resigns from the office in writing, addressed to the Student Representative Council 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 fourteen (14) days of the service of notice to the Student Representative Council Secretary; or
 - (b) is absent from two consecutive meetings of the Student Representative Council or is on approved leave of the Student Representative Council; or
 - (c) ceases to be an Ordinary member of the Association or to retain Ordinary membership of that constituency which was the basis for membership of the Association.
- 8.2 The term of office for any member to fill a casual vacancy for an elected position shall be for the remaining duration of the vacated position's term of office.
- 8.3 The Student Representative Council may continue to act notwithstanding any vacancy in its membership.

9 Meetings

- 9.1 The Student Representative Council shall meet at least bi-monthly during the academic terms.
- 9.2 Student Representative Council members' participation at Student Representative Council meetings may be in person, by teleconference, videoconference, or other electronic means as prescribed in the Student Representative Council Terms of Reference.
- 9.3 Fifty percent (50%) of members of the Student Representative Council plus one member shall form a quorum of the Student Representative Council. When 50% of Student Representative Council members are not a whole number, the next highest number plus one shall form quorum.
- 9.4 At any meeting of the Student Representative Council which the Chairperson is not present, the Deputy Chairperson shall preside.
- 9.5 Student Representative Council members shall be entitled to vote only at meetings at which they are present.

10 Student Representative Committee Secretary

- 10.1 The Student Representative Council Secretary will be appointed by the University to assist the Student Representative Council with advice and secretariat support.

11 Conduct of a Student Representative Council member

- 11.1 Members of the Student Representative Council are bound by the University's Code of Conduct, which promotes the highest ethical and professional standards and provides guidance to members to assist

them in carrying out their duties and responsibilities.

11.2 Members of the Student Representative Council must:

- 11.2.1 act honestly and with integrity
- 11.2.2 act at all times in the interest of the University
- 11.2.3 exercise due care, skill and diligence in their duties
- 11.2.4 be independent in judgement and action
- 11.2.5 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
- 11.2.6 attend Student Representative Council meetings
- 11.2.7 conscientiously seek to understand enough about the role and function of Student Representative Council to carry out their duties as members in an appropriate way
- 11.2.8 conscientiously seek to sufficiently understand the proposals before the Student Representative Council to be able to make appropriately informed decisions, and
- 11.2.9 participate, as far as they reasonably find themselves able to do so, in functions of the Student Representative Council which are held from time-to-time and also in functions of the University where the attendance of members of the Student Representative Council is appropriate.

12 Removal of an elected or appointed Student Representative Council member

12.1 The Student Representative Council may recommend to members that an elected, appointed, nominated or co-opted member shall be removed from office if a majority of Student Representative Council members are satisfied the member:

- (1) Fails to comply with the provisions of this Constitution or Student Representative Council Terms of Reference made pursuant to it; or
- (2) Conducts themselves in a manner considered to be injurious or prejudicial to the character or interests of the Association; or
- (3) is absent from two consecutive meetings of the Student Representative Council or is on approved leave of the Student Representative Council.

12.2 If the Student Representative Council resolves to recommend that a member is removed from office under this section, the Student Representative Council must as soon as practicable:

- (1) Give the member notice and the reasons for it; and
- (2) Call a Student Representative Council meeting to allow the member the opportunity to present fully their case and the Student Representative Council shall have the opportunity of presenting its case. The resolution to remove the elected, appointed, nominated or co-opted member shall be determined by the vote of the members present.

13 Appeals

13.1 If a member removed from office by the Student Representative Council believes their removal to be unfair, or not in accordance with the constitution, the removed member may have access to the University's official grievance processes.

14 Elections to Student Representative Council

14.1 Open to all students enrolled at CQUni who have accepted Association membership and whose academic progress is deemed as satisfactory.

14.2 Elections for positions on the Student Representative Council will be held after Term 1 census date of the same year the student members are to serve. In the first year of establishment of the newly

constituted CQU Student Association, elections will be held in Term 1, 2015.

- 14.3 Elections to the Student Representative Council shall be conducted as required in the manner prescribed by this Constitution.
- 14.4 All elections for the Student Representative Council shall be conducted as voluntary secret electronic ballots of eligible Ordinary members of the Association. All Ordinary members of the Association shall be entitled to vote.
- 14.5 The roll of persons eligible to vote in any election or referendum shall be that list of Ordinary members verified by the Returning Officer.
- 14.6 Students employed by the University at 0.5 or higher are ineligible to nominate for elected Student Representative Council positions.
- 14.7 Election procedures, including nomination, voting procedures and appointment of the Returning Officer will be governed by CQUni Policy and Procedures.

15 Indemnity

- 15.1 Every member of the Student Representative Council will have indemnity insurance which will cover any liability arising from any act or omission by a member which the Student Representative Council member knew was a breach of duty or which was committed or omitted in reckless disregard of whether it was a breach of duty or not.

16 Alteration to the Constitution

- 16.1 This Constitution may be amended, rescinded or added to from time to time provided that no such amendment, rescission or addition shall be valid nor of any effect until same shall have been approved by the Association and by the Council of Central Queensland University.

17 Property of the Student Association

- 17.1 Subject to the *Central Queensland University Act*, the Association in accordance with the general intent and schemes of this Constitution shall not hold any funds, property or chattels whatsoever.

18 Approval

- 18.1 This Constitution was approved by the Council of Central Queensland University on 23 August 2019, effective 30 September 2019.