

# STUDENT REPRESENTATIVE COUNCIL TERMS OF REFERENCE



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## 1 ESTABLISHMENT

- 1.1 The Student Representative Council was established by the Vice-Chancellor and President on 21 October 2014. The Student Representative Council will provide reports to the University Council and advice to the University's management team in relation to student issues.

## 2 FUNCTIONS AND RESPONSIBILITIES

- 2.1 The Student Representative Council will be concerned with the improvement of the student experience for all CQUniversity students studying at all campuses and locations of the University and by distance education.
- 2.2 The student experience includes:
- student amenities and services
  - CQUniversity's policies and procedures regarding student life
  - student life for students based on campus or studying by distance education, and
  - CQUniversity's physical, cultural and technological learning environments.

2.3 The Student Representative Council's functions are to:

- Consider matters referred to it by University management, the University Council or other university body including partner provider institutions in relation to the provision of student services and amenities as per The Higher Education Support Act 2003 and the Student Services, Amenities, Representation and Advocacy Guidelines ('the Representation Guidelines').
- Consider recommendations in regards to provision of student services and amenities made by its members, and if deemed appropriate, forward these recommendations to University management.
- Consider matters referred to it by University management, the University Council or other University body including partner provider institutions in regards to the student experience.

2.4 The Student Representative Council's responsibilities are to:

- Consult with students on the student experience and topical issues.
- Provide an avenue for students to provide feedback and recommendations regarding the student experience.

### **3 REFERRAL OF MATTERS**

3.1 The Student Representative Council may refer any item to University management for discussion, consideration and/or action.

### **4 COMMITTEES**

4.1 The Student Representative Council may establish such committees of a standing or ad hoc nature as it deems appropriate. A sub-committee is defined as a committee composed of some members of a larger committee, board, or other body. The Terms of Reference of each sub-committee shall be approved by this Student Representative Council, and shall be constructed to ensure consistency and coordination between the functions of all sub-committees.

4.2 The Student Representative Council shall receive reports as required from such sub-committees and have responsibility to monitor and evaluate activities in respect of each sub-committee's functional responsibilities.

4.3 The Student Representative Council may establish working parties to study and report on a particular question and make recommendations based on its findings.

4.4 The Student Representative Council shall receive reports as required from such working parties and have responsibility to monitor and evaluate activities in respect of each working parties' functional responsibilities.

### **5 MEMBERSHIP**

5.1 The membership shall comprise of:

Appointed members:

- One member of University Council, or nominee.

Nominated members:

- One member of Alumni, nominated by the Director, Development and Alumni Relations.

Elected members:

- One higher education student from each CQUniversity region, elected by and from the students enrolled at each region (i.e. the Gladstone region representative will be elected by and from students enrolled from that region)
- 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

- One undergraduate online education student, elected by and from enrolled undergraduate online education students
- 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 and Education Training (VET) students, elected by and from enrolled VET students, and
- One Tertiary Entry Program (TEP) student, elected by and from enrolled TEP students.

Co-opted members:

- Up to two co-opted members may be appointed, to provide the Student Representative Council with any relevant specialist expertise required and to ensure representation consistent with the Student Representative Council's responsibilities.

## **6 TERM OF OFFICE**

- 6.1 Appointed, nominated, elected and co-opted members shall serve for a term of office of two years. With the exception of 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.
- 6.2 The term of office for appointed, nominated and co-opted members shall commence in March each year.
- 6.3 The term of office for elected members shall commence at the next scheduled meeting after elections are declared.
- 6.4 Expressions of interest received for position vacancies outside of an election period will be considered.
- 6.5 Appointed, nominated co-opted and elected members may serve for no more than two terms of office.

## **7 RIGHTS OF AUDIENCE AND DEBATE**

- 7.1 The Student Representative Council may extend rights of audience and debate on either a standing or ad hoc basis.
- 7.2 The persons holding the following or equivalent positions (or their nominee) shall have standing rights of audience and debate at committee meetings but no voting rights:
- Vice-Chancellor and President
  - Deputy Vice-Chancellors.

## **8 CHAIR AND DEPUTY CHAIR**

- 8.1 The Chair and Deputy Chair shall be elected from within the Student Representative Council by way of a preferential voting system, and will be elected by Student Representative Council members. The elected Chair shall be the official spokesperson for the Student Representative Council. The Chair shall serve for a term of office of one year.
- 8.2 The Student Representative Council will also elect a Deputy Chair from within the student membership of the Student Representative Council. In the absence of the Chair, the Deputy Chair shall preside. The Deputy Chair shall serve for a term of office of one year.

## **9 SECRETARY**

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

## **10 CASUAL VACANCIES**

- 10.1 A casual vacancy on the Student Representative Council shall occur if a member is deemed to have vacated his/her position. A position of the Student Representative Council shall be deemed to have been vacated if the member:
- a) dies
  - b) 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 14 days of the service of notice to the Student Representative Council Secretary
  - c) is absent from two consecutive meetings of the Student Representative Council without accepted apology or leave of the Student Representative Council, or
  - d) ceases to be a current enrolled student of the University or retain enrolment in the membership category that was the basis for membership to the Student Representative Council.
- 10.2 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.
- 10.3 The Student Representative Council may continue to act notwithstanding any vacancy in its membership.

## **11 MEETING ETTIQUETTE**

- 11.1 Student Representative Council 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**

- 12.1 Members of the Student Representative Council are bound by the University's Code of Conduct which is intended to promote the highest ethical and professional standards and to provide guidance to members to assist them in carrying out their duties and responsibilities.
- 12.2 Members of the Student Representative Council must:
- act honestly and with integrity
  - act at all times in the interests of the University
  - 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 Student Representative Council meetings
  - 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
  - conscientiously seek to sufficiently understand the proposals before the Student Representative 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 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.

## **13 REMOVAL OF A MEMBER FROM OFFICE**

- 13.1 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:
- fails to comply with the provisions of these Terms of Reference

- conducts themselves in a manner considered to be injurious or prejudicial to the character or interests of the Student Representative Council, or
- is absent from two consecutive meetings of the Student Representative Council without accepted apology or leave of the Student Representative Council.

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

- give the member notice and the reasons for it, and
- 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 member shall be determined by the vote of the members present.

## **Appeals**

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

## **14 QUORUM**

14.1 A quorum for the committee meeting is defined as 50% of the membership, plus one. When 50% of Student Representative Council members is not a whole number, the next highest number plus one shall form quorum. Where attention is drawn to a loss of quorum, the meeting may be adjourned until such time as the Chair may determine.

## **15 CONFLICT OF INTEREST**

15.1 Members are required to bring to the attention of the Chair any conflict of interest or potential conflict they may have with any item on the agenda and the Student Representative Council shall determine if a conflict exists.

15.2 If a member is deemed to have a real or perceived conflict of interest in a matter that is being considered at a meeting, they will be excused from discussions and deliberations on the issue where a conflict of interest exists.

## **16 MEETINGS**

16.1 Meetings may be held face-to face, by telephone, videoconference, or other electronic means.

16.2 The Student Representative Council shall meet at least every second month during the academic terms.

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

16.4 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.

16.5 Decisions of the Student Representative Council may be made at a duly called and constituted meeting, or, by a resolution in writing to all members of the Student Representative Council and physically or electronically signed by at least a quorum of the members of the Student Representative Council who are entitled to vote on the resolution other than those on an approved leave of absence.

## **17 ELECTIONS TO STUDENT REPRESENTATIVE COUNCIL**

17.1 Election to the Student Representative Council is open to all enrolled students and whose academic progress is deemed as satisfactory.

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

- 17.3 All elections for the Student Representative Council shall be conducted as voluntary secret electronic ballots of eligible students. All eligible students shall be entitled to vote.
- 17.4 The roll of persons eligible to vote in any election shall be that list of students verified by the Returning Officer.
- 17.5 Students employed by the University at 0.5 or higher are ineligible to nominate for elected Student Representative Council positions.
- 17.6 Election procedures, including nomination, voting procedures and appointment of the Returning Officer will be governed by CQUniversity Policy and Procedures.

## **18 ACCESS TO RESOURCES**

- 18.1 Members will be provided with access to the websites and any other resources reasonably required to fulfil their duties as a Student Representative Council member.

## **19 OBSERVERS AND VISITORS**

- 19.1 Observers and visitors must have received the prior permission of the Chair to attend meetings. Observers and visitors must leave the meeting if any matters are to be considered in camera.

## **20 AGENDAS AND MINUTES**

- 20.1 Agendas and associated documentation will be distributed three working days prior to the meeting, via the Student Portal. Members will be notified by email of the location and availability of material.
- 20.2 Only with the Chair's permission will late papers be accepted. All papers must be submitted to the Secretary by the specified submission deadline.
- 20.3 Members are encouraged to view the agenda electronically during the meeting.
- 20.4 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.
- 20.5 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 the documents to all members and include them in the agenda papers for the next meeting.

## **21 EVALUATION AND REVIEW**

- 21.1 To ensure that the Student Representative Council is fulfilling its duties, it will undertake an annual self-assessment of its performance against its Terms of Reference and provide any information the Vice-Chancellor and President may request to facilitate their review of the Student Representative Council's performance and its membership.
- 21.2 The Student Representative Council shall review its Terms of Reference every two years and provide a report, including any recommendations, to the Vice-Chancellor and President.

## **22 REPORTING**

- 22.1 This Committee advises University management and the University Council on specific matters.

## **23 INDEMNITY**

- 23.1 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.

## 24 FEEDBACK

24.1 Feedback about this document can be emailed to [policy@cqu.edu.au](mailto:policy@cqu.edu.au).

## 25 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Vice-Chancellor and President (or delegate)
Advisory Committee to Approval Authority	Vice-Chancellor's Advisory Committee
Administrator	Deputy Vice-Chancellor (Student Experience and Governance)
Next Review Date	4/09/2021

Approval and Amendment History	Details
Original Approval Authority and Date	Vice-Chancellor and President 21/10/2014
Amendment Authority and Date	Minor amendments Deputy Vice-Chancellor (Student Experience and Governance) 17/04/2015; Minor amendments Deputy Vice-Chancellor (Student Experience and Governance) 01/03/2016; Vice-Chancellor and President 12/10/2016; Vice-Chancellor and President 13/09/2017; Vice-Chancellor and President 4/09/2019.
Notes	