

STUDENT REPRESENTATIVE COUNCIL TERMS OF REFERENCE



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1 ESTABLISHMENT

The Student Representative Council was established by the Vice-Chancellor and President on 21 October 2014. The 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

The Student Representative Council (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.

The student experience includes:

- student amenities and services
- CQUniversity's policies and procedures in regards to student life
- student life for students based on campus or studying by distance education, and
- CQUniversity's physical, cultural and technological learning environments.

The Council's functions 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 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').
- 2.2 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.
- 2.3 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.

The Council's responsibilities are to:

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

3 REFERRAL OF MATTERS

This Council may refer any item to University management for discussion, consideration and/or action.

4 COMMITTEES

This 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 Council, and shall be constructed to ensure consistency and coordination between the functions of all sub-committees.

This 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.

This Council may establish working parties which is a group appointed to study and report on a particular question and make recommendation based on its findings.

This 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 AND TERMS OF OFFICE

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 research higher degree students
- One postgraduate distance education student, elected by and from postgraduate distance education students
- One undergraduate distance education student, elected by and from undergraduate distance education students
- One postgraduate international student, elected by and from postgraduate international students

- One undergraduate international student, elected by and from undergraduate international students
- One Indigenous student, elected by and from Indigenous students
- One Skills for Tertiary Education Preparatory Studies (STEPS) student, elected by and from STEPS students
- Two VET students, elected by and from VET students, and
- One Tertiary Entry Program (TEP) student, elected by and from TEP students.

Co-opted members:

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

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. The term of office for nominated, elected and co-opted members shall commence in March each year. Expressions of interest received for position vacancies outside of an election period will be considered.

Nominated, elected and appointed members may serve for no more than two terms of office.

6 RIGHTS OF AUDIENCE AND DEBATE

This Council may extend rights of audience and debate on either a standing or ad hoc basis.

The persons holding the following or equivalent positions (or their nominee) shall have standing rights of audience and debate at Council meetings but no voting rights:

- Vice-Chancellor and President
- Deputy Vice-Chancellors

7 CHAIR AND DEPUTY CHAIR

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 Council. The Chair shall serve for a term of office of one year.

The Council will also elect a Deputy Chair from within the student membership of the 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.

The Chair and Deputy Chair are standalone positions, and members appointed to these positions vacate their substantive position on the Student Representative Council. The vacated positions shall then be filled by an election, in accordance with requirements for the vacated positions. .

8 SECRETARY

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

9 CASUAL VACANCIES

A casual vacancy on this Council shall occur if a member is deemed to have vacated his/her position. A position of this 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 student of the University.

The term of office for any member to fill a casual vacancy for an elected position shall be to 1 March of the following year.

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

10 REMOVAL OF A MEMBER FROM OFFICE

This Council may recommend to members that an elected or appointed member shall be removed from office if a majority of Council members are satisfied the member:

- fails to comply with the provisions of these Terms of Reference, or
- conducts him/herself in a manner considered to be injurious or prejudicial to the character or interests of the Council.

If the Council resolves that a member is to be removed from office under this section, the 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 his/her case and the 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

If a member removed from office by the 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.

11 QUORUM

A quorum for the Council meeting is defined as 50% of the membership, plus one. Where attention is drawn to a loss of quorum, the meeting may be adjourned until such time as the Chair may determine.

12 CONFLICT OF INTEREST

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 Council shall determine if a conflict exists.

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

13 MEETINGS

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

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

Members shall 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.

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

14 ACCESS TO RESOURCES

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.

15 OBSERVERS AND VISITORS

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.

16 AGENDAS AND MINUTES

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.

Except with the express permission of the Chair, late papers will not be accepted, nor will the tabling of papers. All papers must be submitted to the Secretary no later than eight working days working days prior to the forthcoming meeting.

Members are encouraged to bring laptops, iPads or similar to the meetings and view the agenda online during the meeting. If this is not an option, the agenda documentation is easily printed from the website.

Council records are subject to the [Public Records Act 2002 Qld](#) and therefore must be retained in accordance with the University's [Records Management Policy and Procedure](#). Responsibility for ensuring appropriate records management for the Council rests with the Secretary under the direction of the Chair of the committee. All Council documentation shall be retained in the University's primary electronic records management system.

Minutes are to be prepared for each Council meeting. The draft minutes and action sheet of each meeting are to be reviewed by the Chair and circulated to all Council members by the Secretary as soon as practicable. A copy of the minutes, once they have been reviewed by the Chair, will be included in the agenda papers for the next committee meeting.

17 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 any information the University Council may request to facilitate its review of the Student Representative Council's performance and its membership.

This Council shall review its Terms of Reference every two years and provide a report, including any recommendations, to the University Council.

18 REPORTING

This Council advises University management and the University Council on specific matters.

19 INDEMNITY

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.

20 FEEDBACK

University staff and students may provide feedback about this document by emailing policy@cqu.edu.au.

21 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Vice-Chancellor and President
Advisory Committee to Approval Authority	Vice-Chancellor's Advisory Committee
Administrator	Deputy Vice-Chancellor (Student Experience and Governance)
Next Review Date	13/09/2019

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; Administrator Approval – Vice-Chancellor and President 11/09/2017; Vice-Chancellor and President 13/09/2017.
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