

# Student Representative Council - Terms of Reference

## 1.0 Establishment

The Student Representative Council (SRC) has been established as the peak representative assembly for students studying at the University of Newcastle.

The SRC will advise the University of Newcastle Student Association Board in matters related to the educational experiences, welfare and wellbeing, and contribute to a positive experience for UON students across all locations.

## 2.0 Responsibilities

- 2.1 To ensure that all UON students have an accessible feedback mechanism in relation to education and academic matters, welfare and wellbeing issues, and to their engagement and experience at UON;
- 2.2 To provide advice and recommendations to the UNSA Board on matters related to the education, welfare and wellbeing, and engagement and experience of students at UON;
- 2.3 To liaise, consult and collaborate with relevant support staff at UON, national representative bodies, and other relevant stakeholders on issues that may affect the education, welfare and wellbeing, and experience of UON students;
- 2.4 To make recommendation to the UNSA Board on budgets and expenditure supporting the activities of the Campus Committees, Senates and Collectives, and for each of UNSA's geographical locations;
- 2.5 The SRC and its advising assemblies will inform the events and activities of the UNSA to ensure they are student led and engaging;
- 2.6 To raise awareness of, and promote the benefits of participation in, UNSA's activities and services to the broader student population as appropriate;
- 2.7 To respond to matters referred by the Portfolio Committees, the Senates, the Campus Committees or the UNSA Board;
- 2.8 To consider matters referred by University management, University Council, Academic Senate or other university bodies;
- 2.9 To act as a channel for communication between the University and the student community on matters affecting the academic and social wellbeing of students; and,
- 2.10 To provide advice to the Deputy Vice-Chancellor (Academic) regarding the potential uses of SSAF funds that align with the student lifecycle and priority support categories as permitted under the legislation.

The Student Representative Council does not have any decision-making powers, except those delegated to it by the Board.

## 3.0 Membership

- 3.1 Elected Representatives
  - 3.1.1 President (Chair);
  - 3.1.2 Vice-President Education;

- 3.1.3 Vice-President Engagement & Experience;
  - 3.1.4 Vice-President Welfare & Wellbeing;
  - 3.1.5 International Students' Senate Convenor;
  - 3.1.6 Postgraduate Students' Senate Convenor;
  - 3.1.7 Newcastle Campuses Committee Convenor;
  - 3.1.8 Central Coast Campuses Committee Convenor;
  - 3.1.9 Cloud Campus Committee Convenor;
  - 3.1.10 Sydney Campus Committee Convenor;
  - 3.1.11 Port Macquarie Campus Committee Convenor;
  - 3.1.12 Disability Collective Convenor;
  - 3.1.13 Indigenous Students' Collective Convenor;
  - 3.1.14 Queer Collective Convenor;
  - 3.1.15 Women's Collective Convenor; and,
  - 3.1.16 Student Accommodation Representative
- 3.2 Additional Student Members. There are two additional members of the SRC, both are ex-officio appointments
- 3.2.1 the Student Member on University Council is an Ex Officio appointment;
  - 3.2.2 one Student Representative of Academic Senate is elected from the student members of Academic Senate via an internal election and is an Ex Officio appointment.,
- 3.3 Executive
- 3.3.1 Students elected to the roles of President, Vice-President Education, Vice-President Engagement & Experience, Vice-President Welfare & Wellbeing, International Students' Senate Convenor, and Postgraduate Students' Senate Convenor shall form the Executive.
- 3.4 Term of Office
- 3.4.1 For elected and Ex Officio members the Term of Office shall be 1 January to 31 December of the year following election.
- 3.5 At the discretion of the Chair, members of the UNSA may attend with rights of audience and debate.

#### **4.0 Casual Vacancies**

- 4.1 A casual vacancy on the SRC shall occur if a member is deemed to have vacated their position. A position of the SRC shall be deemed to have been vacated if the member:
- a) resigns from the office in writing, addressed to the SRC 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 SRC Secretary;
  - b) is absent from two consecutive meetings of the SRC without accepted apology or leave of the SRC; or,
  - c) ceases to be a current student of the University.

- 4.2 The term of office for any member to fill a casual vacancy for an elected position shall be to 31 December of that year.
- 4.3 The SRC may continue to act notwithstanding any vacancy in its membership.

## **5.0 Removal of a Member from Office**

- 5.1 The SRC 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:
  - 5.1.1 fails to comply with the provisions of these Terms of Reference; or,
  - 5.1.2 conducts themselves in a manner considered to be injurious or prejudicial to the character or interests of the Council or the Association, or contrary to the UON Code of Conduct.
- 5.2 If the SRC resolves that a member is to be removed from office under this section, the Council must as soon as practicable:
  - 5.2.1 give the member notice and the reasons for it; and,
  - 5.2.2 call a Council meeting to allow the member the opportunity to present fully their case and the SRC shall have the opportunity of presenting its case. Any resolution to remove the elected member shall be determined by the vote of the members present.
- 5.3 Appeals
  - 5.3.1 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.

## **6.0 Reporting and Flow of Business**

- 6.1 The SRC shall report to each meeting of the UNSA Board via the President's Report and other reports as required;
- 6.2 The unconfirmed minutes of each meeting will be publicly available on the Association website within five working days of approval by the Chair.

## **7.0 Committees**

- 7.1 The Council may establish committees of a standing or ad hoc nature as it deems appropriate.
  - 7.1.1 The Terms of Reference of each sub-committee shall be approved by the SRC and constructed to ensure consistency and coordination between the functions of all sub-committees and standing committees of UNSA.
  - 7.1.2 The SRC shall receive reports from all such sub-committees and have responsibility to monitor and evaluate each sub-committee's activities in respect of their responsibilities.

## **8.0 Frequency of Meetings**

- 8.1 The SRC shall meet at least six times each year;

8.2 The Chair may call a meeting by giving two weeks' notice to all Council Members, or a meeting may be convened to attend any urgent matter of business at the request of any three (3) members of the Council or the UNSA Board.

## **9.0 Quorum and Attendance**

9.1 The quorum shall be half the total number of sitting representatives plus one, one of whom must be the President.

9.2 In the event the President is unable to attend at least two of the three Vice-Presidents must be in attendance. In this circumstance the President shall nominate a Chair from the three Vice-Presidents. If the President is unable to nominate a Chair the role shall be determined by agreement between the three Vice-Presidents.

9.3 In the event a Member is unable to attend a meeting, they are to seek leave in advance to the Chair outlining their reasons for non-attendance.

## **10.0 Record of Meetings and Secretarial Support**

10.1 Secretarial support will be provided by a member of the UNSA staff.

10.1.1 The call for agenda items will be sent no later than 14 days before the scheduled meeting date;

10.1.2 The Agenda and associated papers will be circulated to the membership no later than five working days before the scheduled meeting date;

10.1.3 The draft minutes and Register of Actions will be circulated to the membership no later than five working days after the meeting.

## **11.0 Review of the Student Representative Council**

11.1 The Terms of Reference, performance and functions of the Council shall be reviewed annually by the Council with recommendation made to the UNSA Board to ensure relevance.

Document History	
Effective Date	Amendment
7 August 2020	Approved by UNSA Board
21 September 2021	Amendments to clauses 3.1, 3.2 and 3.4
29 September 2021	Approved by UNSA Board