

# Student Representative Committee Terms of Reference

## Section 1 - Establishment

### Background

(1) The Student Representative Committee (SRC) is established in accordance with clause 13 of the [Student Consultation Rules](#).

(2) These Terms of Reference were approved by the Deputy Vice-Chancellor (Academic) in accordance with clause 14 of the [Student Consultation Rules](#) on 9 March 2023.

### Purpose

(3) The SRC comprises students currently enrolled at Macquarie University (the University) and elected by their peers to represent student interests. The purpose of the SRC is to provide input from the student body into decision-making of the University, as consistent with the intent of clause 3 of the [Student Consultation Rules](#).

### Authority

(4) The SRC has no delegation or authorisations for matters identified in the University's [Delegations of Authority Register](#).

## Section 2 - Membership

(5) Membership of the SRC shall ideally be composed of:

the following elected positions:

- a. four (4) students enrolled in an undergraduate degree comprising one from each of the four Faculties of the University;
- b. one (1) student enrolled in a postgraduate degree (i.e., a degree conducted by coursework that is not a higher research degree);
- c. one (1) student enrolled in a higher research degree;
- d. one (1) enrolled international student (as defined in the [Education Services for Overseas Students Act 2000](#);
- e. one (1) student enrolled in a program of study to represent Aboriginal and Torres Strait Islander students; and

the following appointed positions:

- a. one (1) student enrolled in a program of study to represent students with Disability;
- b. one (1) student enrolled in a program of study to act as the Women's representative;
- c. one (1) student enrolled in a program of study to represent LGBTIQ+ students; and
- d. one (1) student enrolled in a program of study to represent students involved in official university Sport.

## Eligibility

(6) A student is no longer eligible to be a member of the SRC if they:

- a. have been found to have breached the [Student Code of Conduct](#) or [Academic Integrity Policy](#);
- b. have less than twelve (12) months remaining to complete their course/program of study;
- c. do not have Satisfactory Academic Standing;
- d. are a full-time employee of the University or any of its controlled entities;
- e. have been or is a declared bankrupt;
- f. have been found guilty of committing a crime;
- g. have been charged with a crime; or
- h. have not submitted a [Fit and Proper Person Declaration](#).

(7) The elected student member of the University Council must be a member of the SRC and provide reports and updates (as appropriate) on the University Council to the SRC at each meeting.

## Attendance

(8) Attendance at meetings of the SRC:

- a. except as contemplated by these Terms of Reference, nobody may attend a meeting without the consent of the Chair, other than:
  - i. the Vice-Chancellor; and
  - ii. any Deputy Vice-Chancellor of the University, or their authorised officer;
- b. the Chair may consent to any University staff member attending any meeting on request by the Vice-Chancellor or the Deputy Vice-Chancellor (Academic);
- c. the Chair may consent to any enrolled student attending if the person makes an application setting out the reason(s) for wishing to attend the relevant meeting and this is received at least five business days before the date of the meeting, but no such person has any right to:
  - i. address the meeting or otherwise take part in any of its proceedings except to the extent that they are invited to do so by the Chair; or
  - ii. vote at any such meeting;
- d. the Chair may:
  - i. at any time, revoke or suspend any consent or invitation and;
  - ii. waive the requirement of an application to attend a meeting if the Chair considers it appropriate in the circumstances;
- e. the Chair must as soon as practicable notify members of any application to attend a meeting, the applicant's stated reasons for wishing to attend, and any consent given for any person to attend a meeting.

(9) The chief editor of Grapeshot or their authorised representative will normally attend SRC meetings as an invitee to provide information, feedback, and updates on recent initiatives and campus life.

## Removal

(10) Members of the SRC may be removed from office if they fail to meet or are found to be in breach of any of the eligibility criteria outlined in these Terms of Reference.

(11) Members will be formally notified of their removal from office via email with two (2) weeks' notice.

(12) Members may lodge an appeal in writing providing evidence against removal via email to the Deputy Vice-Chancellor (Academic) and the SRC secretariat during the two (2) week notice period.

## **Elections**

(13) Election of SRC members must be conducted in accordance with election procedures determined by the Deputy Vice-Chancellor (Academic). The Returning Officer (Registrar) may authorise another officer of the University to act as Deputy Returning Officer.

(14) Individuals with the second and third highest number of votes must have these recorded and stored confidentially by the secretariat within the Pro Vice-Chancellor and Dean of Students. These individuals will be contacted to fill vacancies as they arise.

## **Term of office**

(15) SRC members commence their term after the declaration of electoral poll results by the Returning Officer or Deputy Returning Officer.

(16) Students elected must have a minimum of 12 months remaining on their course/program of study to be eligible for election to, and membership of the SRC, as follows:

- a. for full time students this is equivalent to 8 units of study; and
- b. for part time students this is equivalent to 4 units of study (with a minimum enrolment of 1 unit)

(17) The duration of office for SRC members will be as follows:

- a. for interim positions a one (1) year term will be in place for up to eight (8) of the roles after the May 2023 election cycle; and
- b. for ongoing positions, individuals with the most votes/highest percentage of votes will secure two (2) year terms to be revised after the May 2024 election cycle.

(18) The term of office of each member of the SRC must conclude:

- a. on the date specified in their letter of appointment; or
- b. upon the member's resignation. A notice of resignation must be given in writing with a notice period of four (4) weeks; or
- c. if the member is removed from office in accordance with these Terms of Reference; or
- d. if a member does not give formal notice of non-attendance for two (2) or more SRC meetings (except in extenuating circumstances as communicated to the secretariat).

## **Appointment and Role of Chair and Deputy Chair**

(19) The members of the SRC must vote and appoint from among themselves a Chair who will:

- a. chair meetings of the SRC;
- b. ensure the proper functioning of the SRC;
- c. have oversight and provide leadership for the running of the SRC;
- d. liaise with the University as required, including, but not limited to, the office of the Deputy Vice-Chancellor (Academic);
- e. ensure compliance with these Terms of Reference; and
- f. perform any other functions conferred on the Chair by the Deputy Vice-Chancellor (Academic) after consultation

with the SRC Chair.

(20) The members of the SRC must elect a Deputy Chair from the current SRC membership, who will undertake the activities of the Chair in their absence.

(21) A ballot must be held during the first SRC Meeting to elect the Chair and Deputy Chair. All SRC members present at the meeting are entitled to cast a vote. The individual with the highest number of votes will secure the role of Chair and the individual with the second highest number of votes will secure the role of Deputy Chair for their respective term of office.

## **Appointment and Role of Secretary**

(22) The Pro Vice-Chancellor and Dean of Students must appoint a Secretary for the SRC who is responsible for:

- a. ensuring that accurate minutes of meetings are taken and approved and that the minutes include the following:
  - i. the date, time, location of the meeting;
  - ii. a list of those present, and any apologies;
  - iii. a record of declarations of conflicts and interest;
  - iv. a list of matters discussed;
  - v. a list of reports presented; and
  - vi. the text of recommended resolutions and a description of how they are dealt with;
- b. ensuring that minutes are prepared to a professional standard;
- c. ensuring that records are maintained and available for SRC members;
- d. ensuring that an up-to-date copy of this Terms of Reference is available at all meetings;
- e. ensuring that proper notice is given of each meeting;
- f. managing general correspondence and communication with the student body; and
- g. establishing and maintaining a register of SRC members and promptly recording in it:
  - i. the name, address, phone number and email address of each SRC member;
  - ii. the date each member's term of office commenced and the date it ended;
  - iii. the duration of their term of office; and
  - iv. such other matters as the Secretary considers appropriate.

## **Casual vacancies**

(23) When advised by the SRC Chair, the Deputy Vice-Chancellor (Academic) must fill a casual vacancy, where a member vacates their office before the date on which their term of office would have expired. The Deputy Vice-Chancellor (Academic) must use the following process to fill the vacancy:

- a. the next eligible nominee from the most recent election will be appointed to fill the vacancy, if that person still meets the eligibility criteria for the position; or
- b. if there are no eligible nominees, a call for expressions of interest will be made; and
- c. in either case, individuals will be considered and approved for appointment by the Deputy Vice-Chancellor (Academic) in consultation with the SRC Chair.

## **Remuneration and expenses**

(24) There is no remuneration for SRC positions. They are voluntary in nature.

(25) The University must reimburse SRC members for reasonable expenses that are approved in advance by the

Deputy Vice-Chancellor (Academic) or their authorised officer if they are reasonably incurred by the SRC member in performing the functions set out in these Terms of Reference.

## Section 3 - Functions and responsibilities

### Committee functions

(26) The SRC will:

- a. represent and consult students enrolled at the University, in accordance with clause 8 of the [Student Consultation Rules](#);
- b. consult with student organisations that are recognised by the University in accordance with clause 17 of the [Student Consultation Rules](#).
- c. through advocacy, understand and advance the teaching, learning, research, amenity, and support the needs of enrolled students at the University;
- d. provide input to University decision-making about any matter within these Terms of Reference and the specific use of proceeds from any compulsory student services and amenities fees levied by the University on enrolled students in accordance with the [Higher Education Support Act 2003](#) subsection 19-37(5), or the [Student Consultation Rules](#);
- e. offer advice and make suggestions to the University; and
- f. subject to these Terms of Reference, take any action which is necessary for the SRC to perform its functions set out in this clause.

(27) The SRC may establish and maintain subcommittees to inform and assist the SRC in exercising its functions. Subcommittees may be formed for special interest areas or areas of priority. Subcommittees:

- a. must be formed and presented to the SRC within 90 days of SRC formation and inauguration;
- b. will consist of members appointed from enrolled students of the University representing the interests of priority groups; and
- c. must elect a chair to ensure functionality and accountability.

(28) The Deputy Vice-Chancellor (Academic) or the SRC secretariat may establish subcommittees for the purpose of consultation on matters of importance to the University.

### Annual Program and Budget

(29) Before December in each year, the SRC must provide the Deputy Vice-Chancellor (Academic) with a proposed program and budget that includes:

- a. details of SRC activities proposed for the next year; and
- b. an itemised budget specifying all estimated operational expenditure proposed for the next year.

(30) The University may at any time require the SRC to prepare and provide the University with a proposed program and budget in relation to any aspect of the activities of the SRC.

(31) The proposed program and budget must be prepared in accordance with the [financial and accounting policies and procedures](#) of the University. The University must provide resources to the SRC to ensure that the proposed program and budget is prepared to a professional standard within twenty (20) business days of the penultimate SRC meeting of the year or no later than the end of Session 2 in the academic calendar.

(32) If an approved program and budget for a year is not agreed by the SRC within twenty (20) business days of its first meeting, the Deputy Vice-Chancellor (Academic), in consultation with the SRC Secretary, may determine what is to be the program and budget for that year.

(33) At the discretion of the Deputy Vice-Chancellor (Academic), in consultation with the SRC Chair and the SRC Secretary, additional activities may be undertaken which differ from the approved program and budget.

(34) The SRC must report unbudgeted expenditure or expenses to the Deputy Vice-Chancellor (Academic) and the SRC Secretary for approval as they arise.

(35) The University holds SRC funds, which can only be disbursed in accordance with the University's [financial and accounting policies and procedures](#) and delegations of authority.

(36) Any funds received by the SRC from any sponsorship or other fundraising activity must be promptly provided to the University, which will hold and control funds on behalf of the SRC.

(37) The SRC must ensure funds are spent on activities permitted under the Student Services and Amenities Fees (SSAF) as per subsection 19-38 of the [Higher Education Support Act 2003](#).

## **Annual Report**

(38) The SRC Chair, with support from the SRC Secretary (and secretariat), must provide an annual report, with a statement of revenue and expenditure, containing an overview and review of the SRC's performance against the annual program and budget. The annual report must include commentary on the use of any SSAF funding in the previous year and the SRC's recommendations for the expenditure of any SSAF funds in the year ahead as per clause 5 of the [Student Consultation Rules](#).

(39) The annual report must be provided to the Deputy Vice-Chancellor (Academic) and be made available on the University's website.

(40) The SRC must if requested, promptly report to the Deputy Vice-Chancellor (Academic) in relation to:

- a. any specific queries or proposals referred to the SRC by the Deputy Vice-Chancellor (Academic) for advice or consultation;
- b. advice and recommendations made by any subcommittee; and
- c. general advice on matters within the Terms of Reference.

## **University responsibilities**

(41) The University must provide the SRC with information required to carry out the SRC's functions and responsibilities. The University will not provide confidential information which would breach University obligations or would otherwise not be in the interests of the University.

(42) The University must establish and maintain an online social media presence for the SRC in a medium determined by the Deputy Vice-Chancellor (Academic) (or authorised officer) in consultation with the SRC. Social media accounts are to be used for communication between the SRC and the student body. Social media accounts must be moderated in accordance with University social media, communication and internet policies and procedures.

## **Member responsibilities**

(43) A member of the SRC must carry out their functions in good faith and in the best interests of the University as a whole.

(44) A member of the SRC must act honestly and exercise a reasonable degree of care, skill, and diligence in carrying out their functions.

(45) A member of the SRC must not make improper use of their position to gain, directly or indirectly, an advantage for themselves or any other person, or cause detriment to the University.

(46) If a person obtains information because they are, or have been, an SRC member, they must not improperly use or disclose that information to gain directly or indirectly, an advantage for themselves or any other person, or cause detriment to the University, or otherwise use or disclose it for any purpose other than that for which it was provided to them.

(47) SRC members must maintain confidentiality on SRC matters except where:

- a. the information is disclosed for a purpose that is directly related to a function or activity of the Committee and the disclosure of the information is necessary for that purpose;
- b. required by law; or
- c. directed to do so by the Deputy Vice-Chancellor (Academic) or their authorised officer.

(48) A person must not disclose confidential personal information unless they are legally entitled to do so.

(49) The Deputy Vice-Chancellor (Academic) or their authorised officer may require any SRC member or any person assisting the SRC to give a formal undertaking or enter into a binding agreement or deed to comply with clause 44.

## **Section 4 - Meetings**

### **Frequency - SRC**

(50) Ordinary meetings of the SRC must be held at least four (4) times per year.

(51) Extraordinary meetings may be called as required by the Chair or Deputy Chair within ten (10) business days' notice, for business that they wish to submit as a matter of priority.

(52) Any member may request the SRC Secretary to call a meeting. Requests must be in writing, stating the matter(s) for which the meeting is required. The SRC Secretary must call a meeting within ten (10) business days if there is more than 50% plus one of the SRC members in favour of the meeting.

### **Frequency - Subcommittees**

(53) Ordinary meetings of subcommittees of the SRC must be held at least twice per year and provide a report to the SRC at its next meeting after the subcommittee meeting.

(54) The Chair of a subcommittee is required to call a meeting if requested to do so by the SRC Chair.

### **Technology**

(55) A meeting may be called or held using any appropriate technology.

(56) Where technology is used to meet, members must take all reasonable steps to ensure the confidentiality of the meeting and its business.

### **Agenda for meetings**

(57) The Chair is responsible for establishing the agenda for meetings of the SRC.

(58) The Chair of a subcommittee is responsible for establishing the agenda for meetings of that subcommittee.

(59) Members may request that items be added to an agenda. Such requests should be made no less than ten (10) business days in advance of the meeting and the Chair and Secretary will determine whether the item is appropriate for the agenda.

(60) If a matter arises between preparation of the agenda and the meeting date, the matter shall be presented to the meeting at the Chair's discretion.

(61) Discussion of individual agenda items should not exceed fifteen (15) minutes in total.

## **Chairing of meetings**

(62) The Chair, or in their absence, the Deputy Chair, will chair all meetings of the SRC.

## **Quorum**

(63) The quorum for a meeting of the SRC is half of the current members plus one.

(64) A decision requires the presence of a quorum.

(65) If a quorum is not present within 15 minutes after the appointed time for a meeting, all business for that meeting shall be held over until the next meeting.

(66) In the event that a quorum cannot be established on two (2) consecutive occasions, a third meeting will proceed with a minimum of four (4) members in attendance. Agenda items will be discussed however, due to the meeting not being quorate, no decisions will be passed. Any recommendations requiring approval will be referred to the next scheduled meeting of the SRC or may be considered by the SRC via a circular resolution with the agreement of the SRC Chair.

## **Decisions**

(67) Decisions are made at a quorate meeting when the majority of the members present are in favour of a resolution.

(68) Decisions may be made by circular resolution and must be conducted in accordance with these Terms of Reference.

## **Circular resolutions**

(69) In certain circumstances it may not be practicable to convene a meeting and a decision is needed urgently or within a short timeframe. In such a case, a circular resolution will enable a decision to be made within the required timeframe.

(70) A circular resolution is a resolution passed without a meeting, by each member signing or approving via a verified email account and returning the resolution stating whether or not they are in favour of the resolution.

(71) The Chair may decide to use a circular resolution for approval between meetings:

- a. where the matter is urgent, and a decision is required within five (5) days; or
- b. the SRC has previously agreed, in a duly convened meeting, to finalise a matter by circular resolution.

(72) The proposed circular resolution must be accompanied by:



- a. a submission which sets out the details of the proposal, the resolution for approval, and provides for the members to signify their assent or dissent in writing; and
- b. relevant information and documentation required for a decision on the resolution, e.g. financial analysis, background information.

(73) Circular resolutions must be circulated to all members, and resolutions for approval cannot be amended after being circulated.

(74) Members must respond in writing indicating whether they are in favour or against the motion. Non-response within seven (7) days will be considered a vote against the motion.

(75) A resolution is passed when the Secretary receives more than 50 per cent of responses in favour of the resolution.

(76) Passed circular resolutions will be retained as an official record by the Secretary on the SRC [iLearn](#) page.

(77) Where a circular resolution has been raised, it will be itemised at the next meeting.

### **Business without notice**

(78) At the end of the meeting, business without notice will be called for, at which time items may be raised for discussion.

(79) A motion may be raised in response to business without notice where it requires a vote. No voting will take place during a meeting in which business without notice is raised.

(80) Under business without notice, SRC members may submit a motion for the next SRC meeting or elect to disseminate the motion via a circular motion.

### **Conflicts of interest**

(81) A conflict of interest may arise where an SRC member has a material interest in a matter being considered during an SRC meeting. This interest may conflict with the members' material duty to another person in respect of the matter or may conflict with their proper performance of duties in relation to the matter. The member must notify the SRC and the secretariat of any conflict of interest as soon as possible after knowledge of these conflicts have arisen.

(82) A disclosure by a member at a meeting that the member:

- a. is an officer, or is in the employment, of a specified person;
- b. is a partner of a specified person;
- c. has some other specified interest relating to a specified person; or
- d. is engaged in any affiliation which may be seen as influential, positively gaining, presents automated bias, or creates financial gain.

(83) For the purpose of the making of a determination, a member who has a material interest in a matter or conflict of duty in respect of a matter to which the disclosure relates must not take part in the making of the determination. However, if called upon to provide context, the conflicted member may do so.

(84) A member is taken not to have a conflict of interest or duty if the interest or duty:

- a. arises only because the member is a student;
- b. is in a contract, or proposed contract, with, or for the benefit of, or on behalf of, a student organisation and arises merely because the student is a member of that student organisation; or

- c. the interest is so remote or insignificant that it could not reasonably influence the decision of the individual.

## **Professional behaviour**

(85) The Chair may direct a member to leave the meeting if the member continues to conduct themselves in an improper manner after being requested by the Chair to desist.

(86) A member must abide by the direction of the Chair and leave the meeting. The SRC Secretary must formally notify the Deputy Vice-Chancellor (Academic).

(87) If a member leaves a meeting, the meeting may continue in their absence notwithstanding that it results in the loss of quorum and decisions reached during the meeting remain valid.

(88) Each member must cooperate and collaborate with each other member and the University in relation to the performance of their respective responsibilities and for the purpose of giving effect to decisions.

(89) A contravention by a member of any provision of these Terms of Reference may instigate an investigation for misconduct in accordance with the disciplinary by-laws, rules, policies and procedures of the University.

## **Minutes**

(90) The SRC Secretary will keep minutes of meetings in accordance with the requirements of clause 22.

(91) The SRC Secretary must ensure that minutes of a meeting are approved via email within a reasonable time after the meeting by the Chair or Deputy Chair.

(92) The SRC Secretary must ensure that the minutes for resolutions passed without meetings are available for inspection by:

- a. any member or the Chair;
- b. any student enrolled at the University; and,
- c. if requested, Deputy Vice-Chancellor (Academic) or their authorised officer;

(93) Minutes will be kept centrally on [iLearn](#) and must be available to SRC members at all times.

## **Section 5 - Variations**

(94) Nil.

## **Section 6 - Definitions**

(95) Nil.

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	4th May 2023
<b>Review Date</b>	15th July 2024
<b>Approval Authority</b>	Deputy Vice-Chancellor (Academic)
<b>Approval Date</b>	3rd May 2023
<b>Expiry Date</b>	Not Applicable
<b>Responsible Executive</b>	Rorden Wilkinson Deputy Vice-Chancellor (Academic)
<b>Responsible Officer</b>	Leanne Piggott Pro Vice-Chancellor and Dean of Students
<b>Enquiries Contact</b>	Office of the Pro Vice-Chancellor and Dean of Students