

STUDENT REPRESENTATION PROCEDURES



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Section 1 – Purpose and Context

1. The University of Western Sydney (UWS) is committed to representation and engagement with students through formal mechanisms such as student representative bodies. These procedures establish the:
 - a. Student Representative Council, and
 - b. Student Campus Councils of:
 - i. Bankstown
 - ii. Campbelltown
 - iii. Hawkesbury
 - iv. Parramatta
 - v. Penrith; and
 - vi. UWS College
2. These procedures should be read in conjunction with the Student Representation & Participation Policy.

Section 2 – Definitions

3. For the purposes of these procedures:
 - a. Campus student means:
 - i. A student currently enrolled in a course with –
 - ii. a course enrolment at a campus that is neither offshore nor external ('off campus'), and
 - iii. a course attendance mode that is not external (i.e. they are either 'internal' or 'multi-modal')
 - b. Election means an election conducted under these procedures;
 - c. Ballot in relation to an election means the official declaration of a vote by an eligible student using any form of voting as determined by the Returning Officer for that election.
 - d. Campus means the nominated 'home' campus of an enrolled student.
 - e. Casual Vacancy in relation to an office-bearer elected or appointed under these procedures means a vacancy that occurs in that office other than because of the expiration of the term of office of the person holding the office.
 - f. Close of Nominations, in relation to an election, means the date and time determined by the Returning Officer by which nominations must be received by the Returning Officer for the election.
 - g. Close of the Ballot, in relation to an election, means the date and time determined by the Returning Officer by which ballot papers must be received by the Returning Officer for the election.
 - h. Clubs and Societies Representative or Member means a class of membership on the Student Campus Council where eligibility is being a currently enrolled student on the 'home' campus of the Student Campus Council, as well as being a member of a UWS Club or Society.
 - i. Distance education student means a student whose study is conducted by mail, email, and/or the internet with course materials supplied by this method.
 - j. Flying minutes means a resolution of the SRC or SCC which is conducted electronically when an urgent decision is needed before a physical meeting can take place
 - k. General Representative means a class of membership on the Student Campus Council which can consist of any enrolled student whose 'home' campus is that of the relevant Student Campus Council
 - l. Identified positions means the International, Residential, Postgraduate and Clubs & Societies positions on the Student Campus Council
 - m. Inappropriate behaviour is any behaviour that contravenes any code of conduct, rule or policy of the University relating to behaviour.
 - n. International student means any student of the UWS who is not an Australian Citizen, New Zealand Citizen, holder of Australian Permanent Resident Visa, or holder of Humanitarian Visa (Refugee).

Section 3 – Policy Statement

- o. Postgraduate student refers to any Postgraduate Coursework Student or Research or Higher Degree Student at UWS, as defined in the University's Enrolment Policy.
 - p. Publish means the communication of relevant information either in electronic format and/or in hard-copy.
 - q. Returning Officer means a person appointed by the Pro Vice-Chancellor, Students to the position of Returning Officer under these procedures from time to time and these procedures.
 - r. Sitting fee means an amount to be paid to student representatives holding an official voting membership of a representative body, such as the SCC or SRC.
 - s. Student Campus Council (SCC) means the Student Campus Councils established under these procedures.
 - t. Student Representative Council (SRC) means the Student Representative Council established under these procedures.
4. Refer to the Student Representation and Participation Policy.

Section 4 – Procedures

Part A – Student Campus Councils

Establishment – SCC

5. There will be a Student Campus Council (SCC) on each University campus as follows:
 - a. Bankstown Student Campus Council;
 - b. Campbelltown Student Campus Council;
 - c. Hawkesbury Student Campus Council;
 - d. Parramatta Student Campus Council;
 - e. Penrith Student Campus Council; and
 - f. UWSCollege Student Campus Council.
6. Where a location ceases to be a campus of the University, the SCC established under these procedures will cease to exist effective from that date and any member of that SCC will cease to hold office as of that date.

Terms of Reference – SCC

7. The terms of reference for each of the SCC are to:
 - a. identify, advance and promote the interest of campus students;
 - b. promote the participation of campus students in, and the consideration of, matters affecting their interests;
 - c. afford a recognised means of communication between the students and the academic and non-academic arms of the University;
 - d. provide input and direction to the coordination of campus activities and events in conjunction with the Campus Life Committees;
 - e. publish, in hard copy or electronically, from time to time, a journal, newsletter, newspaper or other publications to communicate to campus students, and
 - f. liaise and work closely with the Campus Provost, academic staff, non-academic staff, and the University in reference to campus based student related matters

Membership – SCC

8. With the exception of the UWSCollege Student Campus Council, each SCC will consist of the following members who shall be directly elected by and from students via the election process set out within these procedures:
 - a. Six General Representatives
 - b. One Postgraduate Student Representative
 - c. One International Student Representative
 - d. One Residential Student Representative and
 - e. Two Clubs & Societies Representatives
9. The membership of the UWSCollege Student Campus Council will be outlined in the attached UWSCollege Student Campus Council Membership Schedule.

Appointment of Non-Voting Office Bearers – SCC

10. The SCC may appoint non-voting office bearers to assist with the ongoing development of portfolios, including but not limited to:
 - a. Women's issues;
 - b. Lesbian, Gay, Bisexual and Transgender issues;
 - c. Indigenous issues;
 - d. Environment issues; and
 - e. Disability issues.
11. The process for appointment of non-voting office bearers will be through a call of Expressions of Interest (EOI) from students who must be eligible to vote at that campus for particular portfolio positions. EOIs will include a written statement from applicants as to why they are interested in running the particular portfolio, and their broad ideas and plans for it over the course of the year.
12. Should more than one student nominate for the same portfolio, the successful candidate will be chosen by majority resolution of the SCC after review of the candidates' written statements.
13. The SCC may also ask candidates to attend a special meeting where they will be asked further questions in relation to their nomination to stand as a non-voting office bearer.

Part B – Student Representation Council

Terms of Reference – SRC

14. The principal functions of the SRC are to:
 - a. identify, advance and promote the interests of all of the students,
 - b. promote the participation of students across the University in, and the consideration of, matters affecting their interests,
 - c. consult with, and make representations to the PVC Students, Academic Senate, senior executive of the University and other senior staff on matters of interest or concern to the student body,
 - d. support the effective operation of the Campus Councils,
 - e. publish, from time to time, electronically or in hard-copy, a journal, newsletter, newspaper or other publications to communicate to the students of the University,
 - f. ensure equity and fairness to all students of the University in decision making regardless of the category of student, mode of study or study location within the University,
 - g. consult with the University on the development of rules, policies and procedures; and procedures relevant to the administration of funds and conduct of student activities, and
 - h. liaise with the student representatives of University committees and bodies as required.

Membership – SRC

15. The Student Representative Council (SRC) shall comprise three members from each of the Student Campus Councils, comprising of the Chair of each SCC plus two elected members – for a term ending on the date on which the member's term as a member of the SCC expires.
16. In the event where the Chair of the SCC cannot attend a meeting of the SRC, the Vice-Chair of the SCC shall assume their position.
17. Should the SRC fail to include a currently enrolled postgraduate, international student, and residential student, nominations for these positions will be called for from the SCCs and an internal election process will be established and conducted by the Returning Officer. In such an eventuality, the election of either a postgraduate, international, or residential member, or all three of these positions, shall be in addition to the existing 15 members of the SRC, and will be full voting members of the SRC.

Appointment of Non-Voting Office Bearers – SRC

18. The SRC may appoint non-voting office bearers, to assist with the ongoing development of portfolios including but not limited to the following:
 - a. Women's issues;
 - b. Lesbian, Gay, Bisexual and Transgender issues;
 - c. Indigenous issues;
 - d. Environment issues; and
 - e. Disability issues.
19. The appointment process for appointment of non-voting office bearers will be through a call for Expressions of Interest (EOI) from students for particular portfolio positions. An EOI must include a written statement from candidates as to why they are interested in running the particular portfolio, and their broad ideas and plans for it over the course of the year.
20. Should more than one student nominate for the same portfolio, the successful candidate will be chosen by majority resolution of the SRC after review of the candidates' written statements. SRC members are required to declare conflict of interest in this process.
21. The SRC may also ask candidates to attend a special meeting where they will be asked further questions in relation to their nomination to stand as a non-voting office bearer.

Part C – Eligibility for Nomination – SRC or SCC

22. The General Representatives can be made up of any class of campus student at the campus for which the student is nominating.
23. The Postgraduate Representative must, at the time of close of nominations, be a campus student and postgraduate student at the campus for which the student is nominating.
24. The International Representative must, at the time of close of nominations, be a campus student and international student at the campus for which the student is nominating.
25. The Residential Student Representative must, at the time of close of nominations, be a campus student and living on the campus for which the student is nominating.
26. The Clubs and Societies Representatives must, at the time of close of nominations, be a campus student at the campus for which the student is nominating and also a member of a club or society affiliated to the University.
27. No student may nominate for more than one position.

Part D – Council Office Holders

Student Campus Councils

Election of Executive Members – SCC

28. The SCC shall elect from amongst its members a Chair, Vice-Chair, and Secretary as Executive Members.
29. The term of office of an Executive Member shall not expire until the election of new Executive Members in accordance with these procedures, or unless the Member holding the office is not enrolled (ie. through graduating etc).
30. Each candidate for election as an Executive Member may nominate one scrutineer to be present at the counting of any votes.
31. An election to fill a vacancy of an Executive Member is to be held (where practicable):
 - a. in the case of a vacancy that arises because of the expiration of the term of office of the previous office holders – at the first scheduled meeting of the new SCC after the election of new members ; or
 - b. in the case of a casual vacancy – at an ordinary or special meeting within one month after the vacancy arises .
32. The Returning Officer must give each member of the SCC at least five working days' notice of an election to fill a vacancy of an Executive Member.
33. A nomination for election as an Executive Member:
 - a. must be in writing;
 - b. must be signed by the nominee and one other member of the SCC; and
 - c. must be delivered to the Returning Officer before the meeting of the SCC at which the election is to be held.
34. The Returning Officer is to preside during any part of a meeting of the SCC at which an election of the Executive Member is to be held.
35. No business other than the election of Executive Members may be conducted at a meeting of the SCC while the Returning Officer is presiding.
36. The election of the Chair is to be held first if the Chair, Vice-Chair, and Secretary are to be elected at the same meeting of the Student Campus Council.
37. Only those members of the SCC eligible to vote in the election and present at the meeting in person are eligible to vote. No proxies are allowed.

38. If there is only one nomination for election of the Chair, Vice-Chair, or Secretary, the Returning Officer must declare the nominated candidate as elected.
39. If there are two or more nominations for election as an Executive Member, the Returning Officer must conduct a poll of members of the Student Campus Council by secret ballot.
40. At a poll for election of Executive Members each member of the Student Campus Council is entitled to cast a vote for one candidate only in respect of each vacancy.
41. The 'first past the post' election method will be used.
42. Following close of the poll, the Returning Officer must count the number of votes cast at the poll for each candidate.
43. If one candidate has received more votes than any other, the Returning Officer must declare that candidate as elected.
44. If two or more candidates receive an equal number of votes cast at the poll and no other candidate receives more votes than those candidates, the Returning Officer must conduct a further poll in relation to the candidates with an equal number of votes in accordance with these procedures.
45. At that further poll each member of the SCC eligible to vote and present at the meeting is entitled to vote for one of the candidates who received an equal number of votes at the original poll.
46. The Returning Officer must count the number of votes cast for each candidate at the further poll and, if one candidate has received more votes than any other, the returning officer must declare that candidate to be elected.
47. If two or more candidates receive an equal number of votes cast at the further poll, and no other candidate receives more votes at the further poll, the returning officer must decide by lot which of the candidates with an equal number of votes is to be declared elected. For that purpose, the Returning Officer must:
 - a. write the names of the candidates concerned on similar slips of paper;
 - b. fold the slips so as to prevent identification; and
 - c. mix the slips and draw one of them at random.
48. The candidate whose name is drawn first is to be declared elected.
50. The Chair, Vice-Chair, or Secretary (as the case may be) ceases to hold office if the SCC resolves by resolution of at least two thirds of its members present and entitled to vote at a meeting of the SCC that he or she does not have the confidence of the members.
51. The Secretary of the SCC must give notice of a meeting (including details of the Motion of No Confidence) to the person who is the subject of a motion under these procedures at least 15 working days before that meeting is due to be held.
52. At that meeting, the person who is the subject of the Motion of No Confidence must be given a reasonable opportunity to respond to the motion. He or she may do so verbally in person or by written submissions. That person may, with leave of the Chair (who must not withhold his or her consent unreasonably), have a person speak at the meeting on his or her behalf.
53. Upon the passing of a resolution of no confidence in accordance with these procedures, the Office of the Chair, Vice-Chair, or Secretary (as the case may be) shall become vacant and the Returning Officer shall conduct an election for a casual vacancy in accordance with these procedures.
54. The SCC may by majority resolution elect from its members an interim Chair, Vice-Chair, or Secretary until such time as the casual vacancy for that position is filled in accordance with these procedures.
55. If the Chair, Vice-Chair, or Secretary to whom the Motion of No Confidence refers does not attend the meeting, a reasonable opportunity to reply to the motion is taken to have been given if notice of the meeting has been duly given, including the notice of motion for removal.

Role of the Chair – SCC

56. The Chair is responsible for representing and promoting the interests of campus students to the University, and to the wider community.
57. The Chair is also responsible for:
 - a. providing leadership to the SCC;
 - b. planning and conducting SCC meetings effectively, and in accordance with these procedures;
 - c. following up on actions or resolutions of the SCC;
 - d. encouraging all members to be involved in the SCC's work;
 - e. engaging the SCC in assessing and improving its performance;
 - f. acting as the spokesperson for the SCC;
 - g. carrying forward the views of the SCC, recognising that the SCC is the motivating force behind decision making;

Conditions for Holding Executive Positions – SCC

49. It is a condition on which the Chair, Vice-Chair, and Secretary each hold office that he or she retains the confidence of the SCC.

- h. liaising with the Campus Provost, other relevant University staff, or executive members of the SRC on matters arising from the deliberations of the SCC, including issuing invitations to relevant members of the University to attend meetings of the SCC at least twice per year;
- i. consulting with the professional staff responsible for day to day operation of the annual budget;
- j. approving the agenda and draft minutes of the SCC;
- k. providing a report to the SCC and the SRC on his or her activities relevant to the office; and
- l. organising and attending regular meetings with the Vice-Chair and Secretary of the SCC to ensure the proper functioning of the SCC.

Role of the Vice-Chair – SCC

58. The Vice-Chair shall assume the responsibility of the Chair of the SCC in the event of absence of the Chair.
59. The Vice-Chair is also responsible for:
- a. supporting the functions of the Chair of the SCC;
 - b. organising and attending regular meetings with the Chair and Secretary of the SCC to ensure the proper functioning of the SCC;
 - c. providing leadership to the SCC;
 - d. liaising with the Campus Provost, other relevant University staff, or executive members of the Student Representative Council in conjunction with the Chair, on matters arising from the deliberations of the SCC;
 - e. consulting with the professional staff responsible for day to day operation of the Annual Budget; and
 - f. providing a report to the SCC and the SRC on his or her activities relevant to the office.

Role of the Secretary – SCC

60. The Secretary is responsible for the efficient and effective communication between and within their SCC, other SCCs and the SRC (for more details, see Division 5).
61. The Secretary is also responsible for:
- a. undertaking training to fulfil their role;
 - b. supporting the SCC in accordance with the requirements of these procedures;
 - c. giving notice of scheduled meetings to the appropriate invitees as required within these procedures;
 - d. calling for agenda items from members of their SCC as required within these procedures;
 - e. providing invitees with copies of relevant business papers and supporting documents;
 - f. keeping official minutes of each meeting of their SCC, using a form to be determined by the SCC, from time to time;
 - g. preparing a draft of the official minutes to be approved by the Chair;

- h. including the unconfirmed minutes, after approval by the Chair, on the agenda of the next scheduled meeting for confirmation by the members;
- i. listing private, confidential, or in-camera matters on the official agenda for the attention of the Chair;
- j. receiving apologies prior to meetings and recording absences at meetings; and
- k. forwarding official agendas and confirmed official minutes to Manager, Student Representation & Participation for digital archiving.

Removal of a Member – SCC

62. A SCC may remove a member from office for:
- a. conduct which brings the SCC, the SRC, the University, the students or an associated student body into disrepute;
 - b. disruptive or inappropriate behaviour at a meeting of the SCC, SRC, or any University function;
 - c. inappropriate behaviour outside of a meeting of the SCC or SRC where the student is acting in their capacity as a Student Representative; or
 - d. a serious breach of these procedures or other relevant University rules, policies, procedures or guidelines.
63. Where a SCC seeks to remove a member under these procedures, the SCC must pass a resolution by two thirds majority of members present and entitled to vote at that meeting, for the matter to be referred to the Dispute Resolution Panel as set out in below.
64. Within three working days of the passing of a resolution to remove a member under these procedures, the SCC Chair must notify the Chair of the Dispute Resolution Panel, and provide them with any documentation that relates to the member in question and the reasons for removal. At any time the Dispute Resolution Panel may ask for any additional information to assist with its investigations.
65. The Dispute Resolution Panel shall have such powers as it sees fit in conducting its investigation and preparation of its final report.
66. The Dispute Resolution Panel shall provide the SCC with a report of its findings and recommendations as to whether or not the SCC should remove the member, no later than 15 working days following the initial receipt of the resolution from the SCC Chair.
67. Following receipt of the Dispute Resolution Panel's report, the relevant Secretary shall:
- a. convene a meeting of the relevant SCC, notice of which is to be given no earlier than ten working days before the meeting at which the SCC is to consider the report and any oral or written submissions of the member concerned;

- b. provide the member concerned with a copy of the Dispute Resolution Panel's report and invite that member to:
 - c. attend the meeting in person and make oral submissions to the SCC; and/or
 - d. make any written submissions to the SCC which must be received by the Secretary no later than 5.00 pm on the business day immediately preceding the day on which the meeting is due to be held.
68. After receiving a report from the Dispute Resolution Panel and any submissions from the member concerned., the SCC must either:
- a. take no further action; or
 - b. remove the member.
69. A decision to remove a member from office must be passed by at least two thirds of the SCC members.
70. If the member concerned does not attend the meeting or make written submissions, then the SCC may proceed to make its decision, after first satisfying itself that the member has been given notice in accordance with these Procedures.
76. Subject to these procedures, the decision of the Returning Officer relating to an election including a decision relating to the eligibility of a candidate or a voter, the conduct of the election or the result of an election, is final.
77. An election to fill a vacancy in the office of President, Vice-President, or Secretary is to be held (where practicable):
- a. in the case of a vacancy that arises because of the expiration of the term of office of the previous office holders – at the first scheduled meeting of the new SRC after the election of new members; or
 - b. in the case of a casual vacancy – at an ordinary or special meeting within one month after the vacancy arises .
78. The Returning Officer must give each member of the SRC at least five working days notice of an election to fill a vacancy in the Office of President, Vice-President, or Secretary.
79. A nomination for election as President, Vice-President, or Secretary must be:
- a. in writing;
 - b. signed by the nominee and one other member of the SRC; and
 - c. delivered to the Returning Officer before the meeting of the SRC at which the election is to be held.

Vacation of Office – SCC

71. The office of a member of the SCC becomes vacant if the member:
- a. resigns the office by writing to the relevant council Secretary;
 - b. is removed from office by the SCC under these procedures;
 - c. is absent without reasonable excuse from two consecutive scheduled meetings of the SCC; or
 - d. ceases to be eligible for election under these procedures.
72. If the office of a member of the SCC becomes vacant, a person shall be appointed or elected to fill the casual vacancy in accordance with these procedures.

Student Representative Council

Election of Executive Members – SRC

73. The SRC shall elect from amongst its members a President, Vice-President, and Secretary.
74. The term of office of the President, Vice-President, and Secretary shall expire upon the election of a new President, Vice-President, and Secretary notwithstanding the expiry of the term of a member holding that office.
75. The Returning Officer may decide all matters relating to the procedure for the conduct of an election for the President, Vice-President, and Secretary under these procedures.
80. The Returning Officer is to preside during any part of a meeting of the SRC at which an election of the President, Vice-President, or Secretary is to be held.
81. No business other than the election of the President, Vice-President, or Secretary may be conducted at a meeting of the SRC while the Returning Officer is presiding.
82. The election of the President is to be held first if the President, Vice-President, and Secretary are to be elected at the same meeting of the Student Representative Council.
83. If there is only one nomination for election of the President, Vice-President, or Secretary, the returning officer must declare the nominated candidate to be elected.
84. If there are two or more nominations for election of the President, Vice-President, and Secretary, the Returning Officer must conduct a poll of members of the SRC by secret ballot.
85. At a poll for the election of the President, Vice-President, or Secretary, each member of the SRC is entitled to cast a vote for one of the candidates only.
86. When the poll is finished, the Returning Officer must count the number of votes cast at the poll for each candidate.

87. If one candidate has received more votes than any other, the Returning Officer must declare that candidate to be elected.
88. If two or more candidates receive an equal number of votes cast at the poll and no other candidate receives more votes than those candidates, the Returning Officer must conduct a further poll, which is to be conducted by secret ballot.
89. At a further poll each member of the SRC is entitled to vote for one of the candidates who received an equal number of votes at the original poll.
90. The Returning Officer must count the number of votes cast for each candidate at the further poll and, if one candidate has received more votes than any other, the Returning Officer must declare that candidate to be elected.
91. If two or more candidates receive an equal number of votes cast at the further poll, and no other candidate receives more votes at the further poll, the Returning Officer must decide by lot which of the candidates with an equal number of votes is to be declared elected. For that purpose, the Returning Officer must:
 - a. write the names of the candidates concerned on similar slips of paper;
 - b. fold the slips so as to prevent identification; and
 - c. mix the slips and draw one of them at random.
92. The candidate whose name is drawn first following the above procedure is to be declared elected.
97. Upon the passing of a resolution of no confidence in accordance with these procedures, the Office of the President, Vice-President, or Secretary (as the case may be) shall become vacant and the Returning Officer shall conduct an election for a casual vacancy in accordance with these procedures.
98. The SRC may by resolution elect from its members an interim President, Vice-President, or Secretary until such time as the casual vacancy for that position is filled in accordance with these procedures.
99. If the President, Vice-President, or Secretary to whom the motion for removal refers does not attend the meeting, a reasonable opportunity to reply to the motion is taken to have been given if notice of the meeting has been duly given, including the notice of motion for removal.

Role of President – SRC

100. The President is responsible for representing and promoting the interests of students to the University and the wider community.
101. The President is also responsible for:
 - a. providing leadership to the SRC;
 - b. planning and conducting SRC meetings effectively, and in accordance with these procedures;
 - c. following up on actions or resolutions of the SRC;
 - d. encouraging all members to be involved in the SRC's work;
 - e. engaging the SRC in assessing and improving its performance;
 - f. acting as the spokesperson for the SRC;
 - g. carrying forward the views of the SRC, recognising that the SRC is the motivating force behind decision making;
 - h. liaising with the PVC Students, Chair of Academic Senate, members of the executive, or other senior staff on material matters arising from the deliberations of the SRC. This includes issuing invitations to relevant members of the University to attend meetings of the SRC, and invitations to the University executive members to attend meetings of the SRC at least twice per year;
 - i. consulting with the University on the annual budget for student representation and participation;
 - j. consulting with the professional staff responsible for day to day operation of the Annual Budget;
 - k. approving the agenda and draft minutes of the Student Representative Council;
 - l. providing a report to the Student Representative Council and the Student Campus Councils on their activities;
93. It is a condition on which the President, Vice-President, and Secretary each hold office that he or she retains the confidence of the Student Representative Council.
94. The President, Vice-President, or Secretary (as the case may be) ceases to hold office as such if the SRC resolves by resolution passed by a majority of at least two thirds of members present and entitled to vote at a scheduled meeting that he or she does not have the confidence of SRC.
95. The Secretary of the SRC must give notice of a meeting (including details of the motion of no confidence) to the person who is the subject of a motion under these procedures at least 15 working days before that meeting is due to be held.
96. At that meeting, the person who is the subject of the motion of no confidence must be given a reasonable opportunity to respond to the motion. He or she may do so verbally in person or by written submissions. That person may, with leave of the Chair (who must not withhold his or her consent unreasonably), have a person speak at the meeting on his or her behalf.

- m. organising and attending regular meetings with the Vice-President and Secretary of the SRC to ensure the proper functioning of the SRC, and
- n. chairing various sub-committees of the SRC such as the Publications Committee, and Student Academic Representative Forums.

Role of Vice-President – SRC

102. The Vice-President shall assume the responsibility of the President of the SRC in the event of absence of the President.

103. The Vice-President is also responsible for:

- a. supporting the functions of the President of the Student Representative Council;
- b. organising and attending regular meetings with the President and Secretary of the SRC to ensure the proper functioning of the SRC, in accordance with these procedures;
- c. providing leadership to the SRC;
- d. liaising with the PVC Students, Chair of Academic Senate, members of the senior executive, or other senior staff, in conjunction with the President, on material matters arising from the deliberations of the SRC;
- e. consulting with the University on the annual budget for student representation and participation;
- f. consulting with the professional staff responsible for day to day operation of the Annual budget;
- g. providing a report to the Student Representative Council and the Student Campus Councils on their activities, and
- h. chairing various sub-committees of the SRC such as the Student Academic Representative Forums.

Role of Secretary – SRC

104. The Secretary is responsible for the efficient and effective communication within the SRC and between the SRC and the SCCs.

105. The Secretary is also responsible for:

- a. undertaking training to fulfil their role;
- b. supporting the SRC in accordance with the requirements of these procedures;
- c. giving notice of scheduled meetings to the appropriate invitees as required within these procedures in the form of an agenda;
- d. calling for agenda items from members of the SRC as required within these procedures;
- e. providing invitees with copies of relevant business papers and supporting documents;
- f. keeping official minutes of each meeting of the SRC, using a form to be determined by the SRC, from time to time;

- g. preparing a draft of the official minutes to be approved by the President;
- h. including the unconfirmed minutes, after approval by the President, on the agenda of the next scheduled meeting for confirmation by the members;
- i. listing private, confidential, or in-camera matters on the official agenda for the attention of the President;
- j. receiving apologies prior to meetings and recording absences at meetings; and
- k. forwarding official agendas and confirmed official minutes to the Manager, Student Representation & Participation for digital archiving.

Vacation of Office – SRC

106. The office of a member of the SRC becomes vacant if the member ceases to be a member of a SCC.

107. Where a member's office becomes vacant and the member also holds the office of President, Vice-President, or Secretary, the member ceases to hold that office as the case may be upon ceasing to be a member of the SCC.

108. Where the office of a member of the SRC becomes vacant, the relevant SCC shall appoint a member to replace the previous member for the remainder of the term of the previous member.

Part E – Leave of Executive Members

109. On application in writing to the Academic Registrar, and pursuant to University policy, the following members may be granted leave of absence from a course for which he or she is enrolled to undertake their roles and duties:
- a. SRC President
 - b. SRC Vice-President
 - c. SRC Secretary
 - d. SCC Chair
 - e. SCC Vice-Chair
 - f. SCC Secretary

Part F – Standing Orders – SCC and SRC

110. This part applies to meetings of the SCC and the SRC. For the purposes of this part, Chair and President shall be defined solely as Chair.

Scheduled Meetings

111. The SCCs shall hold at least one ordinary meeting per month. The date and time of meetings shall be arranged by the SCC Secretary, taking into account members availability as well as accessibility by other campus students.
112. The SRC shall hold at least four ordinary meetings per year. The date and time of meetings shall be arranged by the SRC Secretary, taking into account members availability as well as accessibility by other UWS students.
113. All SCC and SRC meetings must take place between 9am and 9pm Monday to Friday, unless there is a specific need to hold an SRC meeting outside of these times, and approval has been given by the Manager, Student Representation & Participation.
114. All SCC meetings must take place on the home campus of the SCC, and all SRC meeting must take place on a UWS campus unless there is a specific need to hold the meeting on another location, and approval has been given by the Manager, Student Representation & Participation.

Proxies

115. A member of the SCC or SRC may proxy their vote to another voting member of that SCC or SRC.
116. A valid proxy must be received in writing by the Chair prior to the start of the meeting, and must note clearly;
- a. the date of the meeting for which the proxy is valid, and
 - b. to whom the member wishes to proxy their vote.

Quorum

117. At any meeting of the SCCs or SRC a quorum is constituted by 50%+1 of the total number of current voting members for the time being of each Council.
118. Any valid proxies received by the Chair will count for the purposes of quorum.

Adjournment of Meetings

119. The SCC or SRC may, by resolution, adjourn a meeting of their respective Council to a later time or date or to the same or another place.

Standing Over of Unfinished Business

120. If, at a meeting of the SCC or SRC, a quorum is not present in either of the following specified times, all business that should have been transacted at the meeting is to be stood over until the next ordinary meeting, and is to take precedence at that meeting, unless a special meeting is convened in the meantime for the transaction of that business:
- within half an hour after the time fixed for the meeting; or
 - within such further time as the Chair may reasonably allow.

Voting

121. Except as otherwise provided in these procedures, a resolution supported by a majority of the votes cast at a meeting of either Council at which a quorum is present is the decision of that Council.

Notice of Ordinary Meetings

122. The SCC and SRC Secretary must call for agenda items from members of their respective Council, and such persons with a right to audience and debate, at least ten days prior to the scheduled meeting.
123. The SCC and SRC Secretaries must send a notice of the date, time and place of each scheduled meeting to each member of their respective Councils, and the Manager, Student Representation and Participation, Pro Vice-Chancellor (Students), and student members of the Board of Trustees, at least five working days before the meeting in the form of an agenda, except in exceptional circumstances.
124. A notice of a meeting or call for agenda items may be sent to the UWS student email address.
125. The agenda is to be accompanied by a copy of the business papers for the meeting and any relevant supporting documents.
126. Notice of any meeting is not required to be given to a member where that member has been given leave of absence by the Chair of their Council.

Special Meetings of the SCC and SRC

127. The SCC or SRC Secretary must convene a special meeting of their respective Council for the consideration of urgent business on receipt of a written request to do so from:
- the Chair of that Council; or
 - at least three members of that Council; or
 - the Manager, Student Representation and Participation; or
 - the PVC Students.
128. A request for a special meeting is to specify the purpose of the meeting, the items to be considered and any business papers to be considered at the meeting (if any).
129. The date of the special meeting is to be a date as soon as reasonably practicable after the request to hold the meeting is made.

SRC and SCC Resolution by Flying Minute

130. If the President or Chair forms the view that a matter requires the urgent consideration of the SRC or SCC, and there is no meeting imminent, or it is impracticable to convene a special meeting, members may be consulted in writing via email by flying minute.
131. A draft motion put before SRC or SCC members in writing by way of a flying minute shall become a resolution of the SRC or SCC effective on the date specified in the notice for return of responses. The resolution is carried if at least 75% of members vote in favour of the motion.

Right of Audience and Debate

132. The following positions shall have the right to attend and be heard at any meeting of both the SCC and SRC, and a standing agenda item should be placed on the agenda for each meeting for them to address the SCC/SRC:
- PVC Students (or nominee);
 - Manager, Student Representation and Participation (or nominee); and
 - Student Members of the Board of Trustees.
133. With the exception of the Manager, Student Representation and Participation, should any of the above listed persons wish to attend a meeting of the SCC or SRC, they should notify the Secretary of the respective SCC or SRC of their intention to attend no later than 48 hours prior to the scheduled meeting.

Form of Meeting

134. The SCC and SRC will ordinarily meet together for the dispatch of its business.

135. The SCC and SRC may pass additional processes in relation to the conduct of their meetings provided they are consistent with these procedures.

Use of Technology in Meetings

136. Where appropriate, the relevant Chair may approve:
- a. the convening or holding of an SCC or SRC meeting using appropriate technology; or
 - b. the attendance of a member or members of an SCC or SRC at a meeting using appropriate technology.
137. A member with a disability or a member with a reasonable basis for not being able to attend a meeting in person shall have a right to attend meetings using appropriate technology and the Chair shall not decline a reasonable request in these cases.
138. The linking together of members sufficient to constitute a quorum using technology constitutes a meeting of the members and the procedures relating to meetings of members apply, so far as they are able to, to that meeting. A member participating in a meeting using the relevant technology is to be considered present in person at the meeting.
139. A meeting using the relevant technology is to be taken to be held at the place determined by the Chair of the meeting provided that at least one member was present at that place for the duration of the meeting.
140. A member may not leave a meeting using the relevant technology by disconnecting his or her link to the meeting unless that member has previously notified the Chair.
141. A member is conclusively presumed to have been present and to have formed part of a quorum at all times during a meeting using technology unless that member has previously obtained the express consent of the Chair to leave the meeting.

Motions to be put to the Meeting

142. A motion submitted by a member of the SCC or SRC and seconded by another member of that Council will be put to the meeting by the Chair.

Executive Reporting

143. Meeting agendas shall include standing items to allow for reports to be tabled by the President, Vice-President and Secretary of the SRC and the Chairs of the SCCs on their activities to their respective bodies.

Voting Procedures

144. At any meeting of the SCC or SRC a motion put to the vote of the meeting will be decided on the voices unless a member requests a vote by show of hands prior to, or immediately after, the taking of the vote.
145. Where such a vote is requested by show of hands, the Chair shall put the proposed resolution to a vote by show of hands.
146. The Chair will declare whether a vote is carried or lost.
147. A motion carried by a majority of the SCC or SRC members present and eligible to vote shall become a resolution of that Council.
148. Members who vote against the motion, or abstain from voting, must bring their vote to the attention of the Secretary at the time the vote is taken to ensure that their vote is recorded accurately into the official minutes.
149. An entry into the official minutes as to the vote cast by members will be sufficient evidence of that fact without a requirement for further proof.
150. No objection may be made to the validity of any vote except at the meeting at which the vote is tendered, and every vote not disallowed at that meeting is valid for all purposes.

Casting Vote

151. If on any motion an equal number of votes are cast for and against a motion, the Chair has a casting vote in addition to any vote cast by the Chair as a member.
152. Where only two members are present and form a quorum or when only two members present are able to vote on the question at issue, the Chair does not have a casting vote and the proposal must be set aside until the next scheduled meeting of that respective Council.
153. A motion lapses if the Chair declines to exercise a casting vote when the votes for and against the motion are equal.

SCC and SRC Official Minutes

154. The SCC or SRC Secretary will keep the official minutes of each meeting of their respective Council.
155. The official minutes shall record:
- a. attendance at the meeting;
 - b. each motion;
 - c. whether the motion was carried or lost;
 - d. any member who voted against the motion;
 - e. any member who abstained from voting; and

- f. a concise summary of the deliberations of their respective Council on relevant issues.

156. A member will be deemed to have abstained from voting on a motion if the member was in attendance at the meeting, but was granted express approval from the chair to be absent during that part of the meeting at which the vote was taken.

Confirmation of Official Minutes

157. Within a reasonable time after the end of each meeting, the SCC or SRC Secretary, for their respective meetings, shall prepare the draft official minutes of the meeting for approval by the Chair.

158. After approval by the Chair the unconfirmed minutes will be included on the agenda of the next meeting of the SCC or SRC for confirmation by the members.

159. Upon confirmation by the members, the Chair of the next SCC or SRC meeting must sign the minutes.

160. The confirmed minutes shall be conclusive evidence of the business of the meeting.

Publication of Agendas and Official Minutes

161. A copy of the agenda and confirmed minutes of the SCC and SRC shall be forwarded to the Manager, Student Representation and Participation, the Pro Vice-Chancellor (Students), and the student members of the Board of Trustees, at the same time as they are sent to the members.

Private and Confidential Matters

162. The SCC and SRC and its members must comply with the requirements of the Privacy and Personal Information Act 1988, the Health Records and Information Privacy Act 2002, their common law obligations of confidentiality and all University rules, policies, procedures and guidelines relating to the management of personal and confidential information.

163. The SCC and SRC Secretary shall ensure that personal and confidential matters (such as references to individual named persons, student IDs) are recorded in separate confidential agenda and minutes, are not published, and are stored securely.

Meetings Held in Closed Session

164. The Chair shall move that a meeting be held in closed session at the request of any two members supported by a majority of members for the discussion of matters pertaining to the private and personal information of an individual.

165. Persons who are not members of the SCC or SRC shall not remain for discussions held in closed session except at the invitation of the Chair.

166. The SCC or SRC Secretary must not record matters discussed in closed session unless approved by the majority of members present and entitled to vote at that meeting.

Attendance at Meetings

167. Attendance at meetings by persons, other than members and the other persons allowed by these procedures, shall be restricted to UWS students. All other attendees shall be at the discretion of the Chair.

168. The Chair shall close a meeting to persons other than members for the discussion of matters listed by the SCC or SRC Secretary as to be dealt with in closed session.

169. Apologies must be made prior to the scheduled meeting by notifying the respective SCC or SRC Secretary. Absences from meetings must be recorded by the SCC or SRC Secretary and form part of the minutes as apologies.

Part G – Student Academic Representative Forum (SARF)

170. The SRC will establish a Student Academic Representative Forum (SARF) which will be chaired by the President or Vice-President, and will meet at least quarterly.
171. The SARF will be open for all students elected to University academic committees such as School Academic Committees and Academic Senate as well as all voting and non-voting members of the SRC, and the Chair or nominee of SCC, and the above members shall have both speaking and voting rights.
172. Additionally, any UWS student may attend any SARF, but speaking rights will be at the discretion of the Chair.
173. The broad aims of the SARF are to provide:
- a mechanism for information flows between student academic representatives, members of the SRC and SCCs around academic issues;
 - an opportunity for networking and greater peer support between academic representatives and the SRC and SCCs;
 - a forum for the establishment of a broad annual strategy for campaigns focused on academic life which can be shared by academic representatives, the SRC and SCCs; and
 - designated times where student representatives can meet with key UWS staff.

Part H – Postgraduate Representative Forum (PRF)

174. The SRC will establish a Postgraduate Representative Forum (PRF) which will be chaired by an appointed Postgraduate member of the SRC, and will meet at least quarterly.
175. The PRF will be open for all postgraduate members of SCCs, postgraduate student academic representatives on UWS bodies, as well as all voting and non-voting members of the SRC, and these members will have both speaking and voting rights.
176. Additionally any UWS postgraduate student may attend a PRF, however speaking rights will be at the discretion of the Chair.
177. The broad aims of the PRF are to provide:
- a mechanism for information flow between postgraduate students, members of the SRC and SCCs around issues effecting postgraduate students;
 - a forum for the establishment of a broad annual strategy for campaigns focused on postgraduate students which can be shared by the SRC and SCCs;
 - designated times where postgraduate representatives can meet with key UWS staff who work in areas relevant to postgraduate students such as the Chair, Academic Senate and the PVC Research; and
 - an effective conduit for information exchange between the SRC and any state or national postgraduate student bodies with whom affiliation is sought.

Part I – Publications Committee

178. There shall be a Publications Committee which shall consist of:
- the SRC President (who shall Chair);
 - the Chairs of each SCC;
 - the Editors of the Student Newspaper;
 - the Manager, Student Representation & Participation; and
 - Student Representation & Participation Publications staff member.
179. The Publications Committee shall:
- act as publisher of all publications of the SRC and SCC's;
 - exercise editorial and content control over all publications issued by the SRC and SCC's including the student newspaper, provided that such control shall be reasonable and restricted to matters which in the Committee's opinion:
 - may expose the Council or the Committee to any civil or criminal liability, including for defamation, contempt, infringement of copyright, unlawful discrimination or indecency; or
 - promote a candidate running in any student election at the University of Western Sydney, unless that candidate has been endorsed by the Council.
 - perform such other relevant duties as may be determined from time to time by the SRC.

Student Newspaper

180. There shall be six student editors of the Student Newspaper elected annually through a general election of all UWS students. Eligibility to nominate as an Editor will be restricted to current enrolled students only.
181. The SRC shall publish at least twice per semester, a Student Newspaper which shall be the official publication of the SRC.
182. The SRC President and SCC Chairs shall have an opportunity to provide a report for each addition of the Student Newspaper.
183. The Editor(s) shall be solely responsible for the production of the Student Newspaper, subject to any decision of the Publications Committee.

Other Publications

184. The SRC shall publish other publications at such times as it deems fit, appointing an Editor at such times who shall be responsible for the production of those publications.

Part J – Election Procedures

Student Campus Councils & Student Editors

185. These procedures will apply to all general student elections of student representatives for the SCCs and Student Editors of the Student Newspaper.
186. The Returning Officer shall set the times and dates for Elections.
187. The elections for SCCs and Student Editors will be conducted using the Optional Preferential Voting (OPV) system.
188. In determining the eligibility of a student to stand for elections, and for the purposes of voting and electoral rolls, the Academic Registrar shall have authority in this regard.
189. Should a situation arise where a student meets the requirements to nominate for more than one position on an SCC, the student may only nominate for one position.
190. A student may nominate for both a position on an SCC, as well as a position as a Student Editor.
191. Ballot material may be distributed by requiring eligible voters to attend a specified place or places managed or controlled by the University, at a specified date and time, in order to receive a ballot paper and vote in the election.
192. Generally, elections will be held electronically. Where an election is not conducted electronically, the Returning Officer, deputy or their nominee(s) may in the case of conducting attendance-style voting:
- provide a ballot box/es into which ballots shall be placed;
 - ensure that each ballot box is empty prior to commencement of voting;
 - ensure the ballot box is secure and stored as appropriate until the election is concluded; and
 - ensure that each eligible voter who attends the specified place at the specified date and time receives a ballot paper.
193. In conducting an electronic election, the Returning Officer, deputy or their nominee(s) shall provide to students validating information to enable the students to vote electronically.
194. If voting by electronic means students may access the University computers or their own computers for the purposes of casting a vote.

195. Where the election is not conducted electronically, the Returning Officer, deputy or his/her nominee shall in the case of attendance-style voting:

- a. provide all necessary equipment to enable a student to vote;
- b. view the student's UWS Student photo identification;
- c. check that the student's name appears on the roll; and
 - i. if the student's name appears on the roll:
 - » rule through the name of the student on the roll;
 - » initial the Ballot Paper(s);
 - » issue the Ballot Paper(s) to the student; and
 - » advise the Student to proceed alone to a voting compartment to exercise their voting rights.
 - ii. if a student is not listed on the roll:
 - » the student must complete an "Application for a Provisional Vote". The Returning Officer will complete a special declaration envelope and instruct the student to verify the details shown on the declaration envelope and to sign the envelope, prior to receiving and completing the Ballot Paper(s);
 - » initial the Ballot Paper(s);
 - » issue the Ballot Paper(s) to the student;
 - » advise the student to proceed alone to a voting compartment to exercise their voting rights;
 - » the student's name and student number will then be placed on a list, which will be forwarded to the Office of the Academic Registrar, for verification of studentship prior to the official count;
 - » the completed Ballot Paper(s) should be placed by the student in the special declaration envelope, and the envelope sealed. The envelope shall then be placed in the ballot box; and
 - » before the commencement of the count, all special declaration envelopes shall be verified against the student roll for verification provided by the Office of the Academic Registrar and those not verified as eligible to vote in the particular ballot shall be rejected; those verified as eligible to vote shall have the special declaration envelope placed in a pile with other verified envelopes before these are opened and placed with all other ballots.

196. The names of candidates for all ballots will appear in random order selected by lot by the Returning Officer or nominee.

Part K – Returning Officer

197. The Manager, Student Representation & Participation, or nominee, shall act as Returning Officer for all student elections contained within these procedures.

198. The Returning Officer cannot be a candidate for election or a person who has nominated a candidate for any election, under these procedures.

199. The Returning Officer may authorise another person to exercise any function of the Returning Officer under these procedures. Any such authorised person cannot be a candidate for election or a person that has nominated a candidate for election. Any function exercised by that person is taken to have been exercised by the Returning Officer.

200. The Returning Officer:

- a. is to take all reasonable steps to ensure the fairness and integrity of an election process; and
- b. shall decide all matters related to the conduct and procedure of elections, and his or her decision shall be final, subject to these procedures.
- c. shall notify all students of an election by posting a notice of election on the designated web site and by email notice to students of the University, which will include:
 - i. number and category of position(s) to be filled and number of vacancies for each position;
 - ii. category or categories of persons eligible for election;
 - iii. term of office for each category;
 - iv. invite nominations for election;
 - v. the form of the nomination, how these forms can be obtained and how and where they should be lodged with the Returning Officer;
 - vi. who is eligible to nominate;
 - vii. the date and time by which the nominations must be received by the Returning Officer, and who is eligible to vote in the election;
 - viii. the method of election (that is, by electronic or other means);
 - ix. the closing date of the ballot;
 - x. any other information about the election that the Returning Officer decides is appropriate to include in the notice;
 - xi. invite candidates to submit a photograph and candidate statement by the close of nominations of no more than 150 words for circulation to students. The candidate statement must include the name of the candidate and the award course in which they are enrolled. The photographs supplied by candidates must be in the format and size stipulated by the Returning Officer.

- xii. The Returning Officer may arrange an event/s and/or electronic means for students to ask questions of election candidates.

Nominee Statements

201. The Returning Officer will post a copy of each candidate's provided information such as a photograph and candidate statement, on the election's web site. Statements will be published exactly as they are submitted including any spelling mistakes, punctuation errors, grammatical errors and capitalisations, except where deemed offensive, discriminatory or defamatory or otherwise inappropriate for publishing by the Returning Officer. Candidates must submit their candidate statements and photographs electronically in the required format.

Nominations

202. The Returning Officer shall only accept a nomination if:
- a. the nomination is in writing in the form specified in the notice of election;
 - b. the nomination indicates the position for which the student being nominated will seek election;
 - c. the student nominated has consented in writing to stand for election on the nomination form; and
 - d. the student nominated is eligible to stand for election to the position indicated.
203. Unless otherwise specified by the Returning Officer, completed nomination forms may be posted, faxed or emailed to the Returning Officer or handed directly to the Returning Officer, before the close of nominations.
204. The nomination must be under the candidate's full name, however, the name appearing on the ballot shall be the candidate's surname followed by one given name, allowing for hyphenated names, and recognised abbreviations or derivations.
205. Nominations will not be permitted for more than one position on the SCC. If at the close of nominations, a student is nominated as a candidate for more than one position on the SCC, each of the nominations shall be of no effect. This does not include positions as Student Editor, any other University only positions that might be conducted simultaneously with these Elections.
206. Nominations shall not be withdrawn after the close of nominations.

Grouped Candidates

207. Candidates may promote themselves as belonging to a particular group for the purpose of campaigning during an election, however such groups will not be identified on any ballot or voting material.
208. Where a dispute arises due to more than one group of candidates wishing to use the same name to promote themselves during an election, the Returning Officer will make a determination as to which group may use the name. In reaching their decision, the Returning Officer will take into account any information regarding when the candidates first started to use the name to promote themselves. The Returning Officer will make their determination within two working days after receiving a complaint from a candidate.

Candidate Conduct During Elections

209. Equipment of the University must not be used to produce campaign material for an election on Campus. University funds must not be used to promote or support any candidate or group of candidates.
210. No campaign material, except that approved by the Returning Officer may be displayed in University or associated entities facilities, noticeboards, outlets or other assets, for an election.
211. Failure, following the close of voting, to immediately remove candidate election information such as posters, stickers, chalking, etc., which results in any cost incurred by the University in removing such information, may result in the candidate deemed responsible for the campaign information being charged for the cost.
212. The following shall constitute forbidden practices during the ballot of an election:
- a. the canvassing of votes within six metres of the entrance to a polling place/facility to be marked by the Returning Officer, Deputy or his/her nominee, in the case of attendance-style voting;
 - b. in the case of electronic voting, candidates and campaigners should be alert to the fact that many electronic devices such as laptops, computers and smart phones are potential places of polling, and should make every effort not to canvass votes within such areas. For example, a student using a laptop computer should not be approached by a candidate or person working for a Candidate for the purpose of canvassing votes;
 - c. interfering in any way with electronic voting. For example, asking a student to log on to the voting website and casting a vote for that student, standing near or directing a student how to vote whilst they are voting electronically, or providing a student with an electronic device for voting purposes;

- d. Candidates, or persons campaigning for a candidate, offering the use of a laptop or other electronic device to students for the purpose of casting a vote;
 - e. the canvassing of votes in buildings and rooms on university grounds designated as libraries and computer labs by the University;
 - f. the recording of a vote to which a person is not entitled;
 - g. voting more than once in an election;
 - h. distributing any publication (includes posters, stickers & chalking) which in any way comments on the election and which does not carry on it the name of the candidate and the student number or some other form of identification of the candidate;
 - i. a candidate or group affixing more than a certain amount of their posters, on any particular noticeboard of the University, allowed by the Returning Officer;
 - j. intentionally making any statement which is materially false in relation to any candidate or member;
 - k. causing damage or defacement to any public or private property inside or outside the University;
 - l. expenditure exceeding more than \$500 for any purpose in connection with the election, including donations, contributions and gifts (except labour). The Returning Officer may require any candidate to provide evidence regarding expenditure. Expenditure will be valued in accordance with receipts produced by the person except in the event of the Returning Officer's opinion that the receipt costs are unreasonable;
 - m. a person shall not engage in any dishonest or unlawful practice in relation to an election;
 - n. a person shall not, in relation to an election, print, publish, distribute or, cause, permit or authorise to be printed, published or distributed, any matter or thing containing a statement:
 - i. that is untrue;
 - ii. that is, or is likely to be, misleading or deceptive; or
 - iii. that is unlawful.
 - o. offering any sort of bribe, incentive, inducement or other reward (including the holding of B.B.Qs/social drinks etc.) in an attempt to solicit, reward or promote voting for any particular candidate or group;
 - p. No alcohol or an illegal substance is to be consumed by a candidate, scrutineer or campaign assistant whilst distributing campaign material or canvassing for votes during election hours;
 - q. unauthorised destruction or defacing any election paper or notice; and
 - r. impeding in any way the conduct of elections, including impeding the electronic voting technology, facilities or systems.
- 213. The Returning Officer, may of his/her own volition, or on receipt of a complaint, require any student to come before them to submit to questioning within reasonable limits and only to investigate possible or actual misconduct with regards to the election.
 - 214. Where the Returning Officer is of the opinion that, on the balance of probabilities, a forbidden practice has occurred, they may take all or any of the following remedies:
 - a. remedy the matter;
 - b. dismiss the matter;
 - c. exclude any candidate or candidates from the election;
 - d. disqualify any candidate or candidates irrespective of whether the election has been held or the votes already counted, and
 - e. depending on the nature of the matter the Returning Officer may refer the matter to be dealt with under the Misconduct – Student Non-Academic Misconduct Policy or the misconduct provisions of the relevant staff agreements.
 - 215. If a candidate has any complaint, they shall refer the matter to the Returning Officer.
 - 216. The Returning Officer rulings on any dispute arising concerning any election shall be final.
 - 217. Such rulings by the Returning Officer shall be consistent with these procedures.
 - 218. The Returning Officer will provide information outlining the rights and responsibilities of candidates, and the Elections procedures.
- ### Only Students to Campaign
- 219. No non-UWS student may participate in an election campaign.
 - 220. Any candidate or group on whose behalf a non-UWS student campaigns shall be disqualified by the Returning Officer unless it is unreasonable to do so in the circumstances.
- ### Counting of Votes
- 221. The count system applied to all SCC and Student Editor positions is optional preferential.
 - 222. The counting of ballots may be undertaken manually, electronically or by using scanning technology and equipment.

223. For manual elections the Returning Officer shall coordinate the count of the votes cast, in the presence of at least one other person, who shall not be a candidate. There shall be a maximum of one scrutineer appointed by each candidate. A scrutineer may act on behalf of more than one candidate. Candidates must formally appoint scrutineers using the proper appointment form. Any nomination or change in nomination of scrutineer shall only be valid if approved by the Returning Officer.

224. In the case of the electronic ballot, candidates are entitled to receive information about the way the electronic voting system works and to receive copies of the reports of ballot outcomes.

225. The ballot materials including records of electronic voting in all elections shall be kept in safe custody by the Returning Officer or their nominee in accordance with the State Records Act.

226. Where a manual count is required, it shall commence at a central location on Campus as soon as practicable after polling closes, and shall continue until at least 8.00pm that evening. If required, the count shall continue over the following days (to a maximum of seven calendar days) at the same location until the last election is declared and all elections are finalised.

227. If, two (or more) candidates have an equal number of votes, and one of them must be excluded:

- a. if there has been an earlier count, the candidate who had the fewest votes at the last count at which the candidates did not have an equal number of votes must be excluded; or
- b. if there has not been an earlier count, or the candidates had an equal number of votes at all earlier counts, then the candidate whose name is drawn by lot by the Returning Officer, must be excluded.

228. If after a count at which the candidate with the fewest votes must be excluded, two candidates have an equal number of votes and are the only candidates not excluded, the candidate whose name is drawn by lot by the Returning Officer is elected.

229. For any position/s where candidates are not eligible to be elected counting shall proceed as if that candidate's name did not appear on the ballot. All votes cast in favour of the candidate shall immediately be allocated to the candidate next in the order of the voter's preference.

Declaration of Outcome of Election

230. If, following the close of nominations, there is only one accepted nomination for any one position, then the Returning Officer shall declare the student nominated for that position, to be elected.

231. After the count has been completed to the Returning Officer's satisfaction, the Returning Officer is to notify the Pro Vice-Chancellor, Students of the result of the election.

232. The Returning Officer is then to declare the result of the election to students through official communication channels and any other means deemed necessary.

Terms of Office

233. Members of each SCC and Student Editors shall be elected every year for a term of one year starting on the 1st of January in the year immediately following the year of election and finishing on the 31st of December in that year.

234. Where a member is elected or appointed to fill a casual vacancy in the office of a member of the SCC or a Student Editor, the term of office shall be the balance of the term of office of the outgoing member.

Part L – Complaints and Dispute Resolution

235. A complaint may be lodged under these procedures regarding a SCC or the SRC (or a member thereof), or a Student Editor by:
- a student of the University;
 - a member of the staff of the University;
 - a member of a SCC or the SRC;
 - a Student Editor; or
 - a member of the public.
236. Complaints shall be lodged in the first instance with the Manager, Student Representation & Participation.
237. The Manager, Student Representation & Participation, may:
- refer the matter to the Chair of the SCC or the President of the SRC, where it is appropriate to do so, for comment;
 - investigate and seek to resolve the complaint;
 - refer the complaint to the Dispute Resolution Panel;
 - refer the complaint to a body of the University, such as the Complaints Resolution Unit;
 - refer the parties in question to mediation, if it is appropriate to do so; or
 - decline the complaint.

Declining Complaints

238. The Manager, Student Representation & Participation may decline a complaint at any time where he or she forms the view that:
- it is lodged more than six months after the matters subject of complaint;
 - it is principally concerned with matters of student policy or politics;
 - the matter has been dealt with by the SCC; or
 - it can more appropriately be dealt with by an external agency.

Misuse of the Complaints Process

239. Making a complaint under this policy and procedure is a serious matter with potentially serious consequences for those involved. Staff or students who use this policy and procedure to make frivolous or vexatious complaints (for example, to harass someone), or who lie or deliberately mislead in connection with a complaint, may find themselves subject to disciplinary proceedings.
240. In addition to the possibility of internal disciplinary proceedings, those who misuse the process should be aware that external remedies might also come in to play (e.g. civil liability/defamation claims).

Dispute Resolution Panel

241. The Dispute Resolution Panel (DRP) shall comprise:
- the Director, Student Support Services, or nominee, who shall be the Chair;
 - one University representative from within the current academic or professional staff appointed by the PVC Students; and
 - one current student of the University, not involved with the SCC or SRC, selected by the University.
242. The Chair of the DRP shall determine the procedures for the investigation and determination of the complaint consistent with the principles of natural justice and procedural fairness.
243. The DRP may make any finding it deems appropriate and determine that any action be taken, or sanction to be imposed, on the relevant body in response to the complaint.
244. A decision of the DRP shall be by a majority and be final.

Part M – Role of the Manager, Student Representation & Participation

245. In supporting the operation of the SRC and SCCs, the Manager, Student Representation & Participation shall:
- a. provide advice and recommendations with respect to the governance, financial arrangements and administration of the SRC and SCCs;
 - b. provide advice on the interpretation of these procedures;
 - c. obtain information from the University that is necessary for the decision making of the SRC or SCCs (subject to any privacy or confidentiality obligations of the University);
 - d. provide strategic advice to the SRC and SCCs;
 - e. act as Returning Officer for all student elections contained within these procedures; and
 - f. provide guidance on the duties and responsibilities of members.

Part N – Sitting Fees for SRC and SCC Members

246. The University understands the commitment that students make, and the time they give in order to fulfil their role as a Student Representative, as well as the reduced capacity to engage in paid part-time or casual employment.
247. The University believes that Student Representatives should have access to resources which in some way assists them in carrying out their official duties as a Student Representative.
248. The University will pay a sitting fee to student representatives based on the attached Sitting Fees Schedule. The fees outlined in the schedule will be reviewed from time to time and will be approved by the PVC Students.

Part O – Request to Amend these Procedures by the SRC

249. These procedures may be amended after a request approved by a majority of the SRC.
250. Where a request is made by the SRC to amend these procedures, the SRC shall prepare a draft of the proposed amendments accompanied by an explanation as to the purpose of such changes.
251. Such a request will be submitted by the SRC in the first instance to the Manager, Student Representation & Participation where it will initially be assessed as to the impact of any suggested changes. The Manager Student Representation & Participation will then forward the SRC proposal along with any recommendations to the Pro Vice-Chancellor, Students, for referral to the Deputy Vice-Chancellor, Corporate Strategy & Services for a final determination. The Pro Vice-Chancellor, Students, may consult with the SRC and the Manager, Student Representation & Participation on the terms, purpose and any potential impact of the amendment/s.
252. The decision by the Deputy Vice-Chancellor Corporate Strategy & Services shall be final.
253. From time to time, these procedures will be reviewed by the University in consultation with stakeholders, including the SRC and SCCs.

Part P – Use of University Logo or Name

254. Any use by the SRC or a SCC of the name of the University, its logos or trademarks must be authorised by the Pro Vice-Chancellor, Students (or nominee), from time to time. Refer to the Brand and Visual Identity Management Policy.

Part Q – Public Comment

255. The SRC and SCCs, or any member thereof, shall not make any public comment for, or on behalf of, the University under any circumstances. Refer to the Media Policy.

256. The SRC and SCCs may make public comment on behalf of the SRC and SCCs.

Part R – Rules Against Commercial Activities

257. The SRC and SCCs will not:

- a. open any banking account;
- b. invest any monies of the body;
- c. borrow any money;
- d. employ any person;
- e. enter into any agreement, contract or legal undertaking;
- f. buy, sell, lease, rent or deal in any manner with land or property; or
- g. engage in any commercial activity (either in its own right or through a third party) including without limitation, any charitable fundraising activity or activity involving the sale for a fee of good or service without the prior approval of the Pro Vice-Chancellor, Students.

258. The SRC and SCCs may expend any prior approved funding within their annual budgets for campaigns, and campus activities and events, provided that in the opinion of the Manager, Student Representation & Participation, the proposed activities meets the aims and objectives of those allocated funds.

Part S – Liability of Members

259. Except as provided otherwise in these procedures, no matter or thing done or omitted to be done by a SCC, or the SRC shall, if the matter or thing was done or omitted to be done in good faith for the purpose of executing these procedures, subject a member of the SCC or the SRC personally to any action, liability, claim or demand.

Part T – Rule Against Requiring Membership of Student Organisation or Payment of Certain Amounts

260. In accordance with section 19-37 of the Higher Education Support Act 2003, nothing in these procedures shall require any person to:

- a. be or become a member of an organisation of students, or of students and other persons; or
- b. pay to the University or any other entity an amount in respect of an organisation of students, or of students and other persons.

