

# Flinders Campus Community Services

## Student Council By-Laws

First approved by Board:	28 August 2006
Date last amendment:	21 February 2008
Contact person:	Student President

### 1. Role and Objectives

The Student Council is a sub-committee of the FCCS Board and is the peak Student representative body on campus.

The role of the Student Council is as outlined in clause 13.3 of the FCCS Rules. Namely the role of the Council is to assist the Board in pursuing the objects of the Association by:

- Promoting, supporting and protecting the rights of students;
- Offering and promoting student support services, advocacy and representation;
- Identifying, promoting and developing activities, programmes and services that are relevant to the objects of the association; and
- Communicating with Students in relation to the above.

### 2. Composition

The Student Council shall comprise:

- a. 1 Student President
- b. 1 Women's Officer (Vice President)
- c. 1 Queer Officer
- d. 1 Indigenous Student Officer
- e. 1 International Student Officer
- f. 1 Postgraduate Student Officer
- g. 1 Recreation Officer
- h. 1 Undergraduate/Education Officer
- i. 1 Activities Officer
- j. 1 Environment Officer
- k. 6 Ordinary Council Members

### 3 Office Bearer Duties

All members of council are voting and must act in the best interests of students, in accordance with the Council's regulations and policy.

#### 3.1 Student President

- a. shall be the peak representative of Flinders University Students and should make representations on their behalf to the university, media, governments, unions and any other organisations;
- b. shall be the official spokesperson of students and the Student Council;
- c. shall Chair the Student Council;
- d. shall be responsible for calling meetings of the Student Council;

- e. shall communicate the activities of the Board and Council to students, using any means he/she considers appropriate;
- f. shall communicate the views of the Council to the Board and the Board to the Council;
- g. shall collate funding applications for referral to the board;
- h. shall provide the Council with a written report of his/her activities as President at each council meeting;
- i. shall provide assistance to Student Council Members and office bearers as required;
- j. shall be responsible for the implementation and coordination of the Council's education campaigns.

### **3.2 Women's Officer (Vice President)**

- a. shall be a woman;
- b. shall act as an advocate on behalf of women students;
- c. shall be the spokesperson of women students;
- d. shall be the Vice President of the Student Council;
- e. shall ensure that women students are referred to relevant campus or non-campus services in relation to personal and academic matters;
- f. shall liaise and network with other women's organisations and bodies on campus and outside of the university;
- g. shall be responsible for the coordination and implementation of campaigns on issues of importance to women students;
- h. shall provide the Council with a written report of her activities as Women's Officer at each Council meeting;
- i. shall liaise with the Women's Action Group, comprising of women students.

### **3.3 Queer Officer**

- a. shall identify as Gay, Lesbian, Bisexual, Transgender, Transsexual, Intersex or Queer (GBLTTIQ);
- b. shall act as an advocate on behalf of Gay, Lesbian, Bisexual, Transgender, Transsexual, Intersex and Queer (GLBTTIQ) students;
- c. shall recognise the importance of sexual and gender diversity and seek to be inclusive of all members of the Gay, Lesbian, Bisexual, Transgender, Transsexual, Intersex and Queer (GBLTTIQ) community;
- d. shall liaise and network with other organisations that provide support to and representation for Gay, Lesbian, Bisexual, Transgender, Transsexual, Intersex and Queer identifying people;
- e. shall be responsible for the coordination and implementation of campaigns on issues of importance to Gay, Lesbian, Bisexual, Transgender, Transsexual, Intersex and Queer (GBLTTIQ) identifying students;
- f. shall communicate the views of Gay, Lesbian, Bisexual, Transgender, Transsexual, Intersex and Queer students to the council;
- g. shall provide the Council with a written report of their activities as Queer Officer at each Council meeting;
- h. shall liaise with the Queer Action Group, comprising of Gay, Lesbian, Bisexual, Transgender, Transsexual, Intersex and Queer (GBLTTIQ) identifying students.

### **3.4 Postgraduate Student Officer**

- a. shall be a Postgraduate student;
- b. shall collect and provide information on the needs of Postgraduate students to the Student Council;
- c. shall liaise with other bodies that provide representation and, personal and academic support to Postgraduate students;
- d. shall be responsible for the coordination and implementation of campaigns on issues of importance to Postgraduate students;
- e. shall provide the Council with a written report of his/her activities as Postgraduate Officer at each Council meeting;
- f. shall chair the Postgraduate Students Sub-Committee comprising of Postgraduate students;
- g. shall communicate the activities of the Board and Council to the Postgraduate Students Sub-Committee.

### **3.5 International Student Officer**

- a. shall be an International student;
- b. shall collect and provide information on the needs of international students to the Student Council;
- c. shall liaise with other bodies that provide representation and, personal and academic support to International students;
- d. shall be responsible for the coordination and implementation of campaigns on issues of importance to International students;
- e. shall provide the Council with a written report of his/her activities as International Students Officer at each Council meeting;
- f. shall chair the International Students Sub-Committee comprising of International students;
- g. shall communicate the activities of the Board and Council to the International Students Sub-Committee.

### **3.6 Recreational Officer**

- a. shall be a member of a campus sporting and/or non-sporting club and/or Flinders University Sport & Fitness;
- b. shall promote awareness of and broad student involvement in recreational activities on campus;
- c. shall collect and collate information on the needs of club members and sports centre members to Council;
- d. shall provide the Council with a written report of his/her activities as Recreational Officer at each council meeting;
- e. shall chair the Recreational Sub-Committee, comprising of representatives from sporting and non-sporting clubs;
- f. shall communicate the activities of the Board and Council to the Recreation Sub-Committee.

### **3.7 Indigenous Student Officer**

- a. shall identify as Indigenous/ Aboriginal or Torres Strait Islander;
- b. shall advocate on behalf of Indigenous students on campus;
- c. shall liaise and network with other organisations that provide support to and representation for Indigenous people;
- d. shall be responsible for the coordination and implementation of campaigns on issues of importance to Indigenous students;
- e. shall communicate the views of Indigenous students to the Council;
- f. shall provide the Council with a written report of his/her activities as Indigenous Officer at each Council meeting;
- g. shall liaise with Yungorrendi, First Nations Centre for Higher Education and Research.

### **3.8 Activities Officer**

- a. shall liaise with relevant Association staff members, through the General Manager, about possible campus events and activities and provide assistance when required;
- b. shall promote participation in student centred activities and events to the student population;
- c. shall suggest strategies to the Council for recruiting volunteers;
- d. shall generate ideas for activities and events;
- e. shall provide the Council with a written report of his/her activities as Activities Officer at each Council meeting;
- f. shall chair an Activities Sub-Committee, comprising of Flinders students;
- g. shall communicate the activities of the Board and Council to the Activities Sub-Committee.

### **3.9 Undergraduate / Education Officer**

- a. shall be responsible for the coordination and implementation of the Council's education campaigns as directed by the Council and in cooperation with the President;
- b. shall promote and facilitate student activity on education related issues;

- c. shall develop education campaign proposals for consideration by the Council;
- d. shall liaise with local, national and international organisations working on education issues;
- e. shall provide the Council with a written report of his/her activities as Education/Undergraduate Officer at each Council meeting;
- f. shall liaise with the Education Action Collective, comprising of Flinders students.

### **3.9.1 Environment Officer**

- g. shall be responsible for the coordination and implementation of the Council's environment campaigns as directed by the Council;
- h. shall promote and facilitate student activity on environmental issues;
- i. shall develop environmental campaign proposals for consideration by the Council;
- j. shall liaise with the Flinders Environment Action Collective (FEAG), comprising of Flinders students.
- k. shall provide the Council with a report of his/her activities as Environment Officer at each Council meeting;

## **4 Ordinary Council Member Duties**

Ordinary Council members shall:

- a. assist office bearers in carrying out their duties;
- b. communicate the activities of the Council to the general student population;
- c. participate in Council activities and events;
- d. participate in at least one student campus Action Group/Collective or Sub-Committee;
- e. shall ensure that they have all relevant information relating to Council and Board.

## **5 Action Groups/Collectives**

- 5.1 Council may formally recognise an action group or collective, comprising of at least 5 students.
- 5.2 Quorum for action group meetings is 5 students.
- 5.3 Action group / collective members must elect a convenor.
- 5.4 The convenor shall:

- a. keep minutes of action group meetings;
- b. call action group meetings;
- c. provide reports of action group / collective activities to Council as directed by Council.

## **6. Sub-Committees**

- 6.1 Council may formally recognise existing student groups as Sub-Committees or create new Sub-Committees, comprising of at least 5 students.
- 6.2 Quorum for Sub-Committee meetings is 5 students.
- 6.3 Council may appoint a Sub-Committee Chair.
- 6.4 The Sub-Committee Chair shall:

- a. ensure that minutes of Sub-Committee meetings are kept;
- b. call Sub-Committee meetings;
- c. provide reports of Sub-Committee activities to Council as directed by Council.

- 6.5 Sub-Committee members may elect office bearers (excluding Chair if appointed by Council).
- 6.6 Council may determine the process by which Sub-Committee members are selected.
- 6.7 The duties of any elected office bearer of a Sub-Committee may be determined by that Sub-Committee.

## **7. Postgraduate Students Sub-Committee**

## **7.1 Responsibilities**

- a. shall be a Sub-Committee of the Council;
- b. shall be chaired by the Postgraduate Students Officer;
- c. shall seek to provide representation of and support for Postgraduate students;
- d. shall advise Council, through the Postgraduate officer, of the needs of Postgraduate students;
- e. shall elect office bearers.

## **7.2 Composition**

- a. shall comprise only of Postgraduate students;
- b. shall comprise of at least 5 students.

## **7.3 Sub-Committee Membership**

- a. shall be elected annually at a meeting of Postgraduate Students;
- b. shall be elected by simple majority.

## **8. International Students Sub-Committee**

### **8.1 Responsibilities**

- a. shall be a sub-committee of the Council;
- b. shall be chaired by the International Students Officer;
- c. shall seek to provide representation of and support for International students;
- d. shall advise council, through the International Students Officer, of the needs of International students;
- e. shall elect office bearers.

### **8.2 Composition**

- a. shall comprise only International students;
- b. shall comprise of at least 5 students.

### **8.3 Sub-Committee Membership**

- a. shall be elected annually by a meeting of International Students;
- b. shall be elected by a simple majority.

## **9. Recreation Sub-Committee**

### **9.1 Responsibilities**

- a. shall be a sub-committee of the Council;
- b. shall be chaired by the Recreational Officer;
- c. shall assist with the organisation of on campus activities and events;
- d. shall seek to provide representation of and support for members of non-sporting and sporting clubs and Flinders Sport & Fitness;
- e. shall advise Council, through the Recreational Officer, of the needs of non-sporting and sporting club and Flinders Sport & Fitness members;
- f. shall elect office bearers.

### **9.2 Composition**

- a. shall comprise only campus non-sporting and sporting club members and Flinders Sport & Fitness members;
- b. shall comprise at least 5 students;

- c. only one member can nominate from each club.

### **9.3 Sub-Committee Membership**

- a. shall be elected annually by a meeting of club members;
- b. shall be elected by simple majority.

## **10 Eligibility to Be Candidates**

Any enrolled Flinders Student is eligible to be a candidate for election to the Student Council, except:

- 10.1 Only women students are eligible to be candidates for the position of Women's Officer.
- 10.2 Only Gay, Lesbian, Bisexual, Transgender, Transsexual, Intersex or Queer identifying students are eligible to be candidates for the position of Queer Officer.
- 10.3 Only Aboriginal / Torres Straight Islander identifying students are eligible to be candidates for the position of Indigenous Student Officer.
- 10.4 Only International Students are eligible to be candidates for the position of International Student Officer.
- 10.5 Only students enrolled in postgraduate study are eligible to be candidates for the position of Postgraduate Student Officer.
- 10.6 Only students enrolled in undergraduate study are eligible to be candidates for the position of Undergraduate Student / Education Officer.
- 10.7 Only students who are members of sporting and/or non-sporting clubs and/or Flinders Sport & Fitness are eligible to be candidates for the position of Recreation Officer.

## **11 Election of Council**

All Student Council members shall be elected in accordance with the FCCS By-laws for the conduct of elections, except:

- 11.1 The position of Postgraduate Student Officer shall be elected by the Postgraduate Students Sub-Committee.

## **12 Casual Vacancies**

The FCCS Board must appoint a natural person to fill a casual vacancy on the Student Council, subject to the following:

- 12.1 If the vacancy relates to the Student President then the casual vacancy clause 9.7 in the FCCS Rules apply.
- 12.2 If the vacancy relates to the Postgraduate Student Officer then clause 11.1 applies.
- 12.3 If the vacancy relates to any other position on Student Council then the Student Council must make a recommendation to the FCCS Board about a specific candidate to fill the casual vacancy. The candidate recommended by the Student Council must be an enrolled Student and be eligible for the position if specific criteria is prescribed. The FCCS Board has to decide the successful candidate, however it must give due consideration to the recommendation.
- 12.4 The term of office of the casual appointee expires when the term of office of the Councillor they replace would normally have ended.

**Approved by FCCS Board 21 February 2008 (meeting 1/08)**