



University of
**Southern
Queensland**

UniSQ Student Representative Committee Guidelines

Contents

1	Purpose	2
2	Objectives of the Student Representative Committee	2
3	Eligibility	2
4	Nomination Process	2
5	Process of Student Representative Committee Elections	3
6	Student Representative Committee Positions	3
7	Appointment to a Student Representative Committee Position	3
8	Student Representative Committee Duties	4
9	Resignation, Removal, and Replacement of Student Representative Committee Members	5
10	Conflict of Interest	5
11	Reporting	6
12	Review	6
13	Compensation for Student Representative Committee Members	6
14	Interpretation of the Rules	6

1 Purpose

- 1.1 The purpose of the Student Representative Committee (SRC) Guidelines is to outline the guidelines and procedures for the operation and management of the Student Representative Committee.

2 Objectives of the Student Representative Committee

- 2.1 To gather academic and non-academic student feedback and report it to the Student Senate, and otherwise liaise with the University of Southern Queensland in relation to student interests.
- 2.2 Act as a point of contact and represent the school community through encouraging communication between the school, the University, and student community.
- 2.3 Organise student-led activities that build a sense of belonging, well-being, and an all-round positive student experience in addition to the academic experience.

3 Eligibility

To be eligible to be a member of a Student Representative Committee in any given calendar year, a student must:

- a) Be currently enrolled at UniSQ and remain enrolled for the duration of required term
- b) Participation in the Student Representative Committee must not conflict with academic studies.
- c) University of Southern Queensland staff members that are also students are eligible for Student Representative Committee membership
- d) Be a member of their School-based Student Society

4 Nomination Process

- 4.1 Nominations are open for a duration of six weeks, beginning at the mid-end of December
- 4.2 Nominations must be received by 5pm on the Friday of the close of nominations. No late nominations will be accepted
- 4.3 At the Support for Learning staff discretion if there are vacancies to be filled, ad-hoc nominations may be accepted.
- 4.4 The nomination period may be extended by the Support for Learning staff in extenuating circumstances
- 4.5 Nominations can only be made via the applicable online nomination form each year, available on the UniSQ Website
- 4.6 Nominations not made through the online nomination form will not be accepted
- 4.7 Where more nominations are received than there are available positions, an election will occur to determine which students will comprise the SRC for that academic year
- 4.8 Successful nominees will be members of the SRC from March to March the following year
- 4.9 Any student unsuccessful in the election will have the opportunity to be placed on a waiting list and be called upon to join the committee if a position becomes available in-between formal nomination rounds
- 4.10 If vacancies within the committee become available one month prior to or during a formal nomination round, all students including previous unsuccessful election candidates on a waitlist, must formally re-apply for a position on the Committee

- 4.11 If positions are not filled during the formal nomination round, and no waitlist students are available, students can be co-opted by Student Enrichment. The Student Enrichment Office may liaise with existing SRC members to find additional students to fill positions
- 4.12 Students that are co-opted are to submit a formal ad hoc nomination form available on the UniSQ Website

5 Process of Student Representative Committee Elections

- 5.1 Where more nominations are received than there are available positions, an election will be triggered
- 5.2 The Student Partnership Officer will act as the Returning Officer for the elections
- 5.3 All members of the student body at the time of elections, will have the right to vote for the members of the SRC for the current year
- 5.4 The election period will run for a period of two weeks
- 5.5 The election must start within one week of formal nominations closing

6 Student Representative Committee Positions

- 6.1 The Student Representative Committee is comprised of 2 representatives from each School-based Student Society
- 6.2 Students on the SRC will be appointed to Secretary and Co-Chair after the initial election or in an absence of these positions, during their term of office through an internal vote, this may be altered at the discretion Student Enrichment
- 6.3 Positions on the Student Representative Committees are for a term of office of one year beginning in March and ceasing in March the following year
- 6.4 Positions cannot be extended into the next year. All students must re-apply for a position on the committee after their one-year term of office concludes
- 6.5 The existing Committee remains extant until the official notification of the future year nomination round
- 6.6 Additional Positions in the Student Representative Committee include:

Co-Chairpersons – The Co-Chairpersons are responsible for organising the committee. This includes maintaining the Student Representative Committee social media accounts and other communication channels, and managing the committee members to attend and run events. The Co-Chairpersons are also responsible for ensuring all committee members are completing their duties and events are being successfully run.

Secretary – The Secretary is responsible for arranging meetings, conducting the meetings, preparing the agenda for the meetings and taking notes during the meetings.

7 Appointment to a Student Representative Committee Position

- 7.1 Members can nominate for multiple positions but can only be appointed to one position. If more than one person nominates for a position, this will go to a vote in the election. The student with the most votes will win the position.

- 7.2 Where a Co-Chair or Secretary position is vacant, SRC members may nominate for a position. If more than one person nominates for a position, a secret ballot will occur at the Annual General Meeting or Special General Meeting. The student with the most votes will win the position.
- 7.3 Voting for the Co-Chairs and Secretary can only take place if 50% of members are in attendance at an Annual General meeting or Special General Meeting.
- 7.4 Where a tie occurs, another vote will occur where only the tied nominees can be voted for
- 7.5 If a tie still occurs, the Student Enrichment Office will determine which member will be appointed to the position. The Student Enrichment Office may request each candidate give a short summary outlining why they are suitable for the position to assist in the decision-making process
- 7.6 In the event of any disagreement or confusion between the SRC's roles and activities, their interaction between UniSQ staff, or Student Enrichment responsibilities, the Student Enrichment Office will be the final arbiter.

8 Student Representative Committee Duties

- 8.1 Committee members must complete the compulsory training requirements of the role including but not limited to SRC Role Induction training within one month of their term start
- 8.2 The Student Enrichment Office may remove SRC members who fail to complete all training requirements within this time frame
- 8.3 Committee members must undertake their primary representational duties as well as secondary duties if appointed, for the duration of March to March the following year as per their position descriptions
- 8.4 Refusal or failure to do so will be classed as being unable to provide effective service as per the clause Resignation, Removal and Replacement of SRC Members (Section 9)
- 8.5 Meetings of the SRC are to be held at least once per month, at a time determined by the Co-Chairs and/or Secretary in collaboration with Student Enrichment to ensure maximum attendance and which does not prohibit participation by any individual member
- 8.6 All meetings must provide a way for participants to join online
- 8.7 Student members are expected to attend and actively participate in all meetings, including reviewing all agenda materials prior to the meeting
- 8.8 Student Representative Committee members are expected to attend all meetings. If members are unable to attend, members are expected to send their apology in writing to the Secretary or Student Enrichment within two (2) business days either side of the scheduled meeting. Failure to respond within this timeframe will result in a warning, unless there are extenuating circumstances
- 8.9 The Secretary is to develop the agenda in consultation with members of the committee
- 8.10 Student Representative Committee members are expected to submit agenda items and reports ten (10) business days prior to a scheduled meeting
- 8.11 The agenda must be sent to Student Representative Committee members five (5) business days prior to the meeting
- 8.12 A minimum of one week's notice is to be given for a meeting
- 8.13 Standard meeting protocol is to be applied and minutes are to be kept by the Secretary and sent to SRC members within 10 business days after the meeting has concluded
- 8.14 Attendance at events and general meetings is to be recorded for reporting purposes
- 8.15 Should either of the Co-Chairs not be present for an SRC meeting, that role is to be filled by the Secretary. The Co-Chairs cannot appoint proxies. The Secretary can appoint a proxy to cover their chosen representational roles. A proxy is to be an SRC member that fulfils the category requirements of the member they are standing in for.
- 8.16 Student members have a responsibility to maintain their eligibility as defined in Section 3 and are required to advise the Co-Chairs or Student Enrichment of any changes to their eligibility. Failure

to maintain eligibility requirements will result in automatic removal from the SRC as stated in Section 9

- 8.17 Student members are to uphold the University of Southern Queensland's values and abide by the [Student General Conduct Policy](#) at all times, on and off University property
- 8.18 Student members must act within the SRC's best interest. Members are expected to consistently play a facilitation role, present recommendations to existing committees, and ensure that appropriate consultation and communication occurs between the SRC and the entire student cohort

9 Resignation, Removal, and Replacement of Student Representative Committee Members

- 9.1 A member of the SRC can elect to resign from their position by handing in a formal resignation via email to the Co-Chairpersons or Secretary as well as the relevant Student Enrichment staff member.
- 9.2 Resignation of members will assume no financial or academic penalty and will not hinder reapplication in the future. Student Enrichment may impose a minimum time frame to expire before the student can re-apply
- 9.3 If a student has been removed from the SRC due to ineffective service, they must wait the remainder of the term before re-applying for an SRC position, unless there are extenuating circumstances
- 9.4 In the event the candidate wishing to resign is a Co-Chair or Secretary, SRC members must internally re-vote for the available position during a special general meeting within a month of the resignation
- 9.5 A member of the SRC will have said to have provided ineffective service to the committee if:
 - The member accumulates three (3) or more warnings within three (3) months
 - The member is no longer eligible to be an SRC member as per Section 3
 - The committee is advised of a member's breach of the UniSQ [Student General Conduct Policy](#)
- 9.6 A warning for ineffective service can be given for any of the following conduct:
 - a member does not complete the required compulsory training sessions within one month of the start of their term of office
 - a member does not RSVP or attend an SRC meeting or event without reasonable explanation, as determined by the Student Enrichment Office
 - deliberately breaches the 'Objectives of the SRC'
 - discrimination, bullying, harassment or sexual misconduct
 - any other conduct the Student Enrichment Office deems as ineffective service
 - A member of the SRC who has been unable to provide effective service can be removed immediately by Student Enrichment.

10 Conflict of Interest

- 10.1 Student members of a Student Representative Committee and observers must comply with the [Conflict of Interest Policy](#).
- 10.2 Members of the SRC or observers are required to identify potential, perceived or actual conflicts of interest and make this known at the commencement of each meeting

- 10.3 If a conflict of interest is identified, the Co-Chairpersons of the SRC must notify the appropriate Student Enrichment staff member and work together to determine the appropriate strategy for managing the conflict
- 10.4 If a conflict of interest is identified during a meeting, that member will not have voting rights for the item in question. The conflict must be documented in the meeting minutes

11 Reporting

- 11.1 Members of the SRC must also complete statistical reports and updates and compile feedback from students. These must be completed after all major events
- 11.2 Event plans and attendance records must be created and completed for each event the SRC completes to obtain both qualitative and quantitative data from each event
- 11.3 Report progress and outcomes to the University and Student Population

12 Review

The Student Representative Committee will undertake an annual evaluation of its performance. A summary report of the evaluation shall be submitted to the Student Senate, by the final Senate Meeting of the year.

13 Compensation for Student Representative Committee Members

- 13.1 Student Enrichment will provide all Student Representative Committee members with exclusive access to [LinkedIn Learning](#)
- 13.2 Student Enrichment where available will provide Student Representatives with a limited number of exclusive professional development opportunities to attend external national leadership conferences
- 13.3 Student Enrichment where available will provide Student Representatives with a limited number of external professional development opportunities and training opportunities
- 13.4 Student Enrichment where available will provide Student Representatives with a limited number of internal professional development and training opportunities

14 Interpretation of the Rules

- 14.1 Student Enrichment is responsible for the clarification or resolution of disputed interpretation of the guidelines.



University of
Southern
Queensland

[unisq.edu.au](https://www.unisq.edu.au)

info@unisq.edu.au