



UNSW Student Life

## Student Representative Council (SRC) Charter

Approved By	SRC, Board
Last Approval Date	21 August 2024
Related Documents	Arc Constitution, Arc Regulations, Allowance Policy, SRC Safer Spaces Policy
To be reviewed	Annually

This Charter is designed to assist Officers and Councillors fulfil and understand their duties as Officers and Councillors of the Student Representative Council (Council) of Arc @ UNSW Limited (Arc). It is essential that members of the Council read this Charter. This Charter must be read in conjunction with Arc’s Constitution, Regulations and Allowance Policy.

### 1. What is Arc?

Arc was formed in 2007 at the University of New South Wales (UNSW) as the response to the implementation of Voluntary Student Unionism. Arc is a separate organisation to UNSW and has been constituted as a public company limited by guarantee. Arc is here for and led by students, to create supportive, enriching and vibrant communities. Arc encourages students to take part in a life changing university experience.

### 2. What is the Student Representative Council?

#### 2.1 The Role of the Student Representative Council

The Student Representative Council represents the students of UNSW to the University administration, all levels of government, the local community, relevant unions and to peak national representative bodies. The Council deals with issues relevant to all UNSW students. Student representation is provided through the Council, Departments and Collectives, individual Officers and Councillors.

The Student Representative Council is the peak student representation body within Arc and has authority over all matters relating to student representation.

Without intending to limit the general governance role of the Student Representative Council, the Council’s principal functions and responsibilities will include:

- a. Formulating and organising activities, strategies and campaigns that enhance the interests of UNSW students;
- b. Ensuring that Council members work towards the implementation of such activities, strategies, and campaigns;
- c. Reviewing the performance and ensuring the proper functioning of all parts of the Student Representative Council;
- d. Overseeing the performance of elected office bearers;
- e. Recommending policies and other associated documents to the SRC, Arc Board and other

Committees across UNSW;

- f. Liaising with other Arc bodies and UNSW departments as appropriate;
- g. Liaising with other external student bodies, organisations and associations, or associated bodies and government departments.

Members of the council can be removed by majority vote of the council if the member has not fulfilled the duties of their role.

## 2.2 General Roles of Councillors

The general role of Councillors includes, but are not limited to:

- a. Representing students at Council meetings by raising and discussing student issues;
- b. Recommending proposals to the Student Representative Council on issues affecting students;
- c. Ensuring Officers of the Council are fulfilling their duties as outlined in the Roles and Responsibilities of Officers in this Charter;
- d. Promoting the activities and campaigns of the Student Representative Council to students;
- e. Actively participating in Collective meetings, campaigns and events organised and/or endorsed by the Student Representative Council;
- f. Reporting on their activities at each ordinary meeting of the Council;
- g. Ensuring that an adequate distribution of councillor assistance is distributed across all departments;
- h. Maintaining the confidentiality and privacy of student disclosures, apart from where the immediate safety of the student or others is at risk;
- i. Adequately preparing for council meetings, including but not limited to reading reports and presented papers;
- j. Organising, in collaboration with the General Secretary, events such as in-person stalls or virtual drop-in sessions to address student concerns, once per Term. Additionally, to ensure student communication is centrally maintained on an SRC platform accessed by the SRC President and General Secretary.
- k. Advising the Council within 6 weeks, via the President, in the event of their graduation, commencement of program leave or commencement of an exchange program;
  - (i) Should the Office Bearer have less than 3 months remaining of their term, they may request to remain on the Council via a motion at a Council meeting. This must occur within the above-mentioned 6 week period; or
  - (ii) Should the Office Bearer have more than 3 months remaining of their term, they must resign from the Council within the above-mentioned 6 week period.
- l. Following Section 8.5 of the Arc Regulations for filling vacancies.

## 2.3 The General Roles of Officers

The general role and responsibilities of Officers include, but are not limited to:

- a. All such roles and responsibilities of Councillors as detailed in 2.2;
- b. Acting as an advocate for students' issues within their relevant portfolio;
- c. Being the spokesperson for their Collective on Social Media and appropriately manage these accounts in a manner that does not impact the reputation of the SRC;
- d. Deciding on how to spend the budget for their portfolio, subject to the President's approval, including;
  - (i) Approving or denying expenditure requests and other decisions made within Collective

- meetings;
- (ii) Deciding whether to permit other members of the SRC to spend part of their budget.
- e. Organising campaigns and events for their portfolio and Collective, and deciding on the date, time, location, format and other relevant details of such events in consultation with the SRC and their Collective to be endorsed by the SRC when and or where relevant to avoid misrepresentation of the SRC;
- f. Convening meetings of their relevant Collectives;
  - (i) All Collective meetings are to be scheduled by the Officer in a format of their choice.
  - (ii) Officers may cancel or postpone meetings when required or delegate their authority as the meeting Convenor to another member of the Collective or Council. This delegation may be rejected by the SRC President where there are reasonable grounds to do so. If a delegation is rejected, the President and Officer must work together to allocate a new meeting Convenor.
    - Any meeting occurring without the approval of the Officer (or despite having been rejected by the President) shall not be recognised as an official Collective meeting.
    - Decisions made within the meeting, including expenditure requests and event details, will not be forwarded to the Officer for decision.
- g. Reporting on their activities, campaigns, and issues in Tharunka;
- h. Attending Officer meetings as scheduled by the President;
- i. Attending meetings of University committees and other bodies relevant to their Collective, negotiated in consultation with the President, and providing written or verbal updates to the President upon conclusion of the meeting via official channels such as emails or as otherwise discussed;
- j. Supporting and assisting other Officers with the coordination of events and campaigns as required;
- k. Communicating with equivalent officers at other Australian tertiary institutions and organisations, as appropriate;
- l. Being available to members of the student body for consultation about issues relevant to their Collective and organising events at least once per Term to address student concerns;
- m. Organising delegations to relevant conferences;
- n. Working with applicable members from the Postgraduate Council;
- o. Presenting both a written report to Council at each meeting, and a verbal report where necessary;
- p. Upward reporting of lack of communication with other Office Bearers or Councillors to the SRC President and/or General Secretary;
- q. Check and respond to their emails in a timely manner;
- r. Any additional specific duties as listed within this Charter;
- s. Following Section 8.5 of the Arc Regulations for filling vacancies.

### **2.3.1 The Roles and Responsibilities of the President**

The position description of the Student Representative Council President can be found in the Arc Allowance Policy. This Charter should be read in conjunction with the Allowance Policy.

The roles and responsibilities of the President include, but are not limited to:

- a. Acting as an advocate for all students at UNSW;
- b. Ensuring that Officers and Councillors are fulfilling their roles and responsibilities as outlined in this Charter, including addressing lack of activity or communication within the Council;

- c. Being engaged with issues arising within the Student Representative Council and its Departments and Collectives;
- d. Being kept fully informed on all matters which may be of interest to Councillors and/or Officers;
- e. Approving or denying all expenditures of the Student Representative Council;
- f. Convening and chairing Student Representative Council meetings;
- g. Establishing the agenda for the Council;
- h. Being the official spokesperson for the Council, including on Social Media;
- i. Being the official spokesperson for the Arc in relation to student representation issues;
- j. Being the primary point of contact between the Council and the CEO, Student Development Committee, Arc Board, Academic Board and other relevant Boards and Committees including but limited to the University Council.

### **2.3.2 The Role of the General Secretary**

The roles and responsibilities of the General Secretary include, but are not limited to:

- a. Supporting and deputizing the President as required;
- b. Condensing relevant information received from external sources for dispersal to the Council;
- c. Providing assistance to other officers as required;
- d. Identifying and facilitating when and where additional human resources need to be allocated to Council projects.
- e. Facilitation of internal administrative duties including:
  - i. Preparing and distributing Council minutes and agendas;
  - ii. Liaising with the Board Administration Assistant for the archival and storage of Council documents;
  - iii. Coordinating of meeting times and bookings of venues ensuring hybrid setup for all events;
  - iv. Coordinating a central calendar detailing all council events and functions;
  - v. Maintaining a contact list of all Councillors and key associates;
  - vi. Liaising with the Arc Finance Department for reimbursement of Council expenses;
- f. Other clerical and administrative responsibilities as requested;
- g. Ensuring all Councillor and Officers reports and plans are collated and regularly reviewed along with the President;
- h. Overseeing SRC expenditure in consultation with the President;
- i. Maintaining the SRC section of the Arc website and other social media pages;
- j. Ensuring Council minutes are published on the Arc website after confirmation by the Council.

### **2.3.3 The Role of the Education Officer**

The roles and responsibilities of the Education Officer include, but are not limited to:

- a. Chairing and facilitating meetings of the Education Collective;
- b. Liaising with student representatives at all levels of University governance, including faculty board members and University Council members;
- c. Supporting the principle of quality, free, and universal public education;
- d. Coordinating campaigns that improve the access to and quality of university education;
- e. Liaising with state and national counterparts of the National Union of Students and other campus student organisations;

- f. Acting as a point of contact between the university community and the SRC regarding issues of an educational or academic nature;
- g. Lobbying key stakeholders internally and externally of UNSW to improve the academic experience of university students;
- h. Demonstrating solidarity with University staff in industrial action.

#### **2.3.4 The Role of the Welfare Officer**

The roles and responsibilities of the Welfare Officer include, but are not limited to:

- a. Chairing and facilitating meetings of the Welfare Collective;
- b. Supporting the principle of universal student welfare;
- c. Raising awareness about and taking part in Arc and the SRC's welfare initiatives;
- d. Coordinating campaigns that improve the access to and quality of university education;
- e. Liaising with state and national counterparts of the National Union of Students and other campus student organisations;
- f. Acting as a point of contact between the university community and the SRC regarding welfare issues;
- g. Maintaining the welfare room in line with the Safer Spaces policy and communicating with the Students with Disabilities Officer to maintain mutually agreed use of the space;
- h. Lobbying key stakeholders internally and externally of UNSW to improve the welfare and wellbeing of students;

#### **2.3.5 The Role of the International Student's Officer**

The roles and responsibilities of the International Student's Officer include, but are not limited to:

- a. Chairing and facilitating meetings of the International Student's Collective;
- b. Acting to ensure that international students' issues are adequately represented on Council;
- c. Liaise with UNSW departments and other appropriate representatives, including those from the Council of International Students Australia and the National Union of Students and/or other relevant bodies addressing the needs of International Students at UNSW both onshore and offshore;
- d. Organise campaigns aimed at improving the support and wellbeing of international students at UNSW;
- e. Operating and maintaining the international students' space and communicating with the Ethnocultural Officer to maintain mutually agreed use of the space;
- f. Working with other relevant office bearers such as the ethno-cultural officer and welfare officer to advocate for international students' rights.

#### **2.3.6 The Role of the Indigenous Officer**

The roles and responsibilities of the Indigenous Officer include, but are not limited to:

- a. Acting to ensure that Indigenous issues are adequately represented on Council;
- b. Chairing and facilitating autonomous meetings of the Indigenous Collective;
- c. Liaising with the University Management on all issues affecting Indigenous students;
- d. Advocating for access to higher education for Indigenous peoples;
- e. Maintaining a strong relationship between Nura Gili and Arc;
- f. Working with state and national counterparts of the National Union of Students;
- g. Acting as a spokesperson on Indigenous issues;

- h. Working on events that involve and are supported by Arc and Nura Gili;
- i. Collaborating with Arc to deliver on the Arc Indigenous Strategy.

### **2.3.7 The Role of the Environment Officer**

The roles and responsibilities of the Environment Officer include, but are not limited to:

- a. Chairing and facilitating meetings of the Environment Collective;
- b. Coordinating campaigns that improve the sustainability and environmentalism of Arc, the SRC, and the University of New South Wales;
- c. Taking part in environmental campaigns aimed at governmental policy makers;
- d. Liaising with other campus student organisations;
- e. Liaising with relevant UNSW departments and sitting on the SDG Committee to further UNSW Students' environmental interests.

### **2.3.8 The Role of the Queer Officers**

The roles and responsibilities of the Queer Officers include, but are not limited to:

- a. Acting to ensure that Queer issues are adequately represented on the Council;
- b. Chairing and facilitating autonomous meetings of the Queer Collective;
- c. Liaising with the University Management on issues affecting Queer students;
- d. Maintaining safety, security and autonomy in the Queer Space in line with the Safer Spaces Policy;
- e. Supporting Queer students in higher education;
- f. Working with state and national counterparts of the National Union of Students;
- g. Creating awareness and visibility of Queer issues on campus;
- h. Acting as spokespeople on Queer issues for UNSW students.

### **2.3.9 The Role of the Students with Disabilities Officer**

The roles and responsibilities of the Students with Disabilities Officer include, but are not limited to:

- a. Chairing and facilitating meetings of the Disabilities Collective;
- b. Acting as a spokesperson for students with disabilities to the University, community, and government;
- c. Advocating for the university to support students with disabilities, in particular, in maintaining accessibility to coursework, welfare, physical access and general accessibility across UNSW and Arc;
- d. Working together with the relevant Disability Services and other relevant University departments to safeguard the accessibility of UNSW facilities and infrastructure;
- e. Lobbying the University and government to ensure UNSW remains fair, equitable, and accessible for students with disabilities;
- f. Working with state and national counterparts of the National Union of Students.

### **2.3.10 The Role of the Women's Officer**

The roles and responsibilities of the Women's Officer include, but are not limited to:

- a. Acting to ensure that feminism and women's issues are adequately represented on Council;
- b. Chairing and facilitating autonomous meetings of the Women's Collective;
- c. Liaising with the University Management on all issues affecting women;

- d. Maintaining a safe and autonomous space in the Women's Room in line with the Safer Space policy;
- e. Supporting women in higher education;
- f. Working with state and national counterparts of the National Union of Students;
- g. Publicising women's health issues on campus;
- h. Organising a delegation to the annual NOWSA conference;
- i. Acting as a spokesperson on women's issues for UNSW students.

### **2.3.11 The Role of the Ethno-Cultural Officer**

The roles and responsibilities of the Ethno-Cultural Officer include, but are not limited to:

- a. Chairing and facilitating autonomous meetings of the Ethno-Cultural Collective;
- b. Acting as a spokesperson for students from diverse ethnic, linguistic, or cultural backgrounds including people of colour;
- c. Acting to ensure that the Council recognises the diversity of experiences of people from ethnically diverse backgrounds;
- d. Advocating for a university which is tolerant, respectful, and free from racism;
- e. Maintaining a safe and autonomous ethno-cultural space in line with the Safer Spaces policy and communicating with the International Students Officer to maintain mutually agreed use of the space;
- f. Working with state and national counterparts of the National Union of Students;
- g. Liaising with the UNSW EDI Department to develop relevant policies and address student concerns relating to the experiences of ethnocultural students at UNSW.

### **2.3.12 The Role of the Paddington Representation Officer**

The roles and responsibilities of the Paddington Representation Officer include, but are not limited to:

- a. Supporting and deputizing the SRC President as required;
- b. Being responsible for ensuring that all Paddington Campus Officers are fulfilling their roles and responsibilities as outlined in the Charter;
- c. Being kept fully informed on all matters which may be of interest to Students at Paddington Campus;
- d. Approving the expenditure of the SRC on Paddington Campus (subject to the President's final approval);
- e. Establishing the agenda for the Paddington Campus Office bearers;
- f. Being the official spokesperson and external liaison for the SRC in respect of Paddington Campus issues;
- g. Being the official spokesperson for Arc in relation to student issues at Paddington campus;
- h. Being the major point of contact between the Paddington Campus SRC office bearers and the Student Support Department, the Chief Executive Officer, the Chair of the Board, the President of the Student Representative Council, the President of the Postgraduate Council and the Convenor of the Student Development Committee;
- i. Attending events and activity launches of the organisation and Paddington Campus (UNSW's School of Art & Design), as appropriate;
- j. Attending significant activities, launches and meetings where appropriate;
- k. Communicating with Departments, Collectives and students and considering suggestions for improvements to the SRC;

- l. Condensing relevant information received from external sources for dispersal to the SRC;
- m. Identifying and facilitating when and where additional human resources need to be allocated to SRC Paddington campus projects;
- n. Liaising with the Board Administration Assistant for the archival and storage of SRC Paddington campus documents;
- o. Coordinating a central calendar detailing all council events and functions on Paddington Campus;
- p. Maintaining an up to date contact list of all Paddington key associates and contacts pertinent to SRC activities on Paddington Campus;
- q. Maintaining the SRC's Paddington expenses and budget in collaboration with SRC President;
- r. Other clerical and administrative responsibilities as requested by the President, Student Support Manager, or Arc @ UNSW Art & Design Manager.

### **2.3.13 The Role of the Paddington Domestic Officer**

The roles and responsibilities of the Paddington Domestic Officer include, but are not limited to:

- a. Organising and Chairing meetings of the Paddington Collective alongside the Paddington International Officer;
- b. Representing the student voice from the domestic student experience and perspective;
- c. Directly liaising with Kensington Campus Office Bearers on campaigns, engagement events and activities at Paddington Campus;
- d. Promoting a campus wide culture of equity for all students;
- e. Voicing and assisting with resolving the equity related concerns of all Paddington campus students;
- f. Assisting students with accessing the help they need in order to complete their studies free from equity-based hindrances and harassment, including but not limited to students from low socio-economic status backgrounds, diverse ethnic backgrounds, indigenous students, international students, queer students and disabled students;
- g. Remaining abreast of and providing information that students at Paddington Campus may need regarding equity issues, including but not limited to: Current welfare regulations and legislation, Disability services, Housing options, Counselling services, and Medical services;
- h. Acting as a liaison between SRC and service providers to students at Paddington campus, ensuring meetings are scheduled to discuss student issues at Paddington Campus;
- i. Coordinating one student engagement activity per week;
- j. Coordinating one residential engagement activity per year;
- k. Actively coordinating working with the SRC Collectives to promote student engagement projects;
- l. Assisting students from the general student body in organizing events tailored to their needs;
- m. Attending meetings of University committees and other bodies in consultation with the Paddington Representative / Vice President;
- n. Acting as an advocate for students at Paddington Campus and/or issues;
- o. Coordinating campaigns related to pertinent Paddington Campus students;
- p. Communicating with equivalent Office Bearers at other Australian tertiary institutions and organizations, as appropriate; and
- q. Being readily available to members of the student body for consultation about issues relevant to their Office.

### **2.3.14 The Role of the Paddington International Officer**

The roles and responsibilities of the Paddington International Officer include, but are not limited to:

- a. Organising and Chairing meetings of the Paddington Collective alongside the Paddington Domestic



Officer;

- b. Representing the student voice from the international student experience and perspective;
- c. Promoting a campus wide culture of equity for all students;
- d. Voicing and assisting with resolving the equity related concerns of all Paddington campus students;
- e. Assisting students with accessing the help they need in order to complete their studies free from equity-based hindrances and harassment, including but not limited to students from low socio-economic status backgrounds, diverse ethnic backgrounds, indigenous students, international students, queer students and disabled students;
- f. Remaining abreast of and providing information that students at Paddington Campus may need regarding equity issues, including but not limited to: Current welfare regulations and legislation, Disability services, Housing options, Counselling services, and Medical Services;
- g. Acting as a liaison between SRC and service providers to students at Paddington campus, ensuring meetings are scheduled to discuss student issues at Paddington Campus;
- h. Coordinating one student engagement activity per week;
- i. Coordinating one residential engagement activity per year;
- j. Actively coordinating working with the SRC Collectives to promote student engagement projects;
- k. Assisting students from the general student body in organizing events tailored to their needs;
- l. Attending meetings of University committees and other bodies in consultation with the Paddington Representative / Vice President;
- m. Acting as an advocate for students at Paddington Campus and/or issues;
- n. Coordinating campaigns related to pertinent Paddington Campus students;
- o. Communicating with equivalent Office Bearers at other Australian tertiary institutions and organizations, as appropriate; and
- p. Being readily available to members of the student body for consultation about issues relevant to their Office.

### **3. Council Meetings**

#### **3.1 Frequency**

Meetings of the Student Representative Council shall be held once a month during session or as is required. Meeting times will be decided at the discretion of the President, in consultation with all Officers and Councillors.

#### **3.2 Format**

Meetings of the Student Representative Council shall be held either in person, online, or in a hybrid format that permit accessibility for all members of the Council. Meeting format shall be decided at the discretion of the President, in consultation with all Office Bearers and Councillors. All members of the SRC may choose to attend virtually or in-person. If requested by any member of the Council, the meeting must be made accessible virtually.

Unless the Council votes to adopt a different format, Issue papers will be debated in the following format:

- Mover – 2 minutes
- Speaker for – 1.5 minutes
- Speaker against – 1.5 minutes

- Speaker for – 1.5 minutes
- Speaker against – 1.5 minutes
- Mover’s right of reply – 1 minute

### **3.3 Chair**

Council meetings shall be chaired by the President. If the President is not present within fifteen minutes after the time appointed for the holding of that meeting, the General Secretary shall assume this role for the duration of the meeting or otherwise at the President’s discretion. The council will otherwise meet the following week at the same location and time, or vote by Simple Majority to meet no later than two weeks following the initial meeting.

### **3.4 Apologies and attendance at Meetings**

Quorum for SRC Meetings is a Simple Majority (i.e., more than 50%) of the current Council members (excluding vacancies).

SRC Meetings may only take place when quorum is present. Proxies will NOT be counted towards quorum.

Members are required to attend all meetings of the Council unless exceptional circumstances prevent them from doing so. Should a member be unable to attend a meeting they should contact the President and General Secretary as early as is practicable, and at least 24 hours before the meeting, with details as to the circumstances that prevent their attendance.

At the commencement of each meeting each apology will be considered and a decision made as to whether to grant a leave of absence to the requesting member. Should leave not be granted the member will be recorded as having been absent from that meeting.

Per Arc Regulations, any Officer or Councillor absent for more than 2 consecutive meetings without apology or acceptable explanation may be deemed to have resigned from their position and will therefore be removed from the SRC upon notice by the President and/or General Secretary.

### **3.5 Proxies**

A Member who is unable to attend a meeting and has apologized in writing, may proxy their vote to another individual by notifying the General Secretary or President in writing no later than 24 hours before the meeting. The proxy holder must be a current UNSW student.

The person receiving the Member’s proxy is charged with voting on the Member’s behalf for all motions within the specific meeting, including any amendments proposed.

A person may only act as proxy for ONE member for the duration of the meeting.

### **3.6 Voting**

A motion shall be passed by Simple Majority (more than 50%) of Members present (in the meeting or via proxy) AND entitled to vote at the meeting.

For example:

Total Members of SRC	25
Quorum Required for Meeting to occur	13
Members Present at Meeting	15
Proxies Received for Meeting	3
Total Members deemed 'present'	18 (15 attending + 3 proxies)
Simple Majority (votes FOR) required to pass a Motion	10 (nearest whole number above 50% of 18)

Per Arc Regulations, if there is an equality of votes, the President of the SRC shall have the casting vote.

### 3.7 Meeting Conduct

The Chair will determine the degree of formality required at each meeting while maintaining the decorum of such meetings. As such, the Chair will:

- a. Ensure that all Officers and Councillors are heard;
- b. Ensure that all discussion occurs in an efficient and constructive manner;
- c. Retain sufficient control to ensure that the authority of the Chair be recognised;
- d. Ensure that decisions and debate are completed with a formal resolution recording the conclusions reached;
- e. Participate in discussion in a respectful manner as in accordance with section 5 of this Charter;
- f. Disallow any behaviour that is in breach of the SRC Safer Spaces policy or prevents the meeting from running efficiently and constructively and remove repeat offenders from the meeting;
- g. The Chair of the SRC meeting will disallow any breach of the Safer Spaces Policy by external members in any official meeting or any behaviour, action that prevents the meeting from running efficiently and constructively. The Chair of the meeting will remove the offender(s) from the meeting after 2 warnings;
- h. In circumstances where the disruption, and or violation of the Safer Spaces Policy is deemed to be extremely disruptive, the President may seek to remove an external member after 1 warning;
- i. If the external member has been removed from the meeting due to disruptive behaviour and or for concerns about behaviour that constitutes as harassment, the external member will be allowed to attend future meetings but will be removed after 1 warning if they continue to disrupt the future meetings;
- j. If the external member has disrupted 2 meetings of the SRC and not responded to the warnings given by the Chair, the external member will be banned from future meetings for the next 5 meetings and will not be permitted to attend these meetings due to violation of the safer spaces policy; and
- k. If the external member is given access to the SRC meeting, after being banned, by a current member of the SRC, the SRC member will be requested to remove the external member. If the SRC member fails to do so, the SRC member will be given 2 sufficient warnings and if not addressed, will be found to have violating the SRC Safer Spaces policy.

### 3.8 Council Meeting Agenda

An agenda will be prepared for each Council meeting by the President with the assistance of the General

Secretary as required.

Any member of the Council may submit an agenda item by email to the President and General Secretary 8 days before the date of that meeting. Agenda items that are submitted late will only be considered at the President's discretion.

The agenda and associated papers for a meeting will be distributed to all officers and councillors 5 days before the meeting. The draft minutes of a meeting will be distributed to all officers and councillors within 7 days of the conclusion of the meeting.

Movers of motions can withdraw an issue paper during a meeting by giving notice to the President. The majority of a meeting can resolve to continue to consider with a new mover, who must accept their nomination as the new mover.

Where a councillor proposes an amendment to a motion, that amendment does not require a vote if it is amenable to the original mover.

### **3.9 Council Papers**

#### **3.7.1 Issue Papers and Decisions of the Council**

The mover of an issue paper must be a member of the SRC (including all ex-officio members).

There are three types of issue papers:

- Matter for Noting
  - These are items for the council to be aware of; however they are not discussed during the meeting unless they are flagged for discussion.
- Matter for Discussion
  - These are issues that are put forth that are not asking for a decision but feedback on particular points. They generally are issues that have reached a point where further guidance by the council is required to continue.
  - These issues will be raised at the following Council meeting for an update from the relevant writer of the motion to ensure a report is provided to the Council on the progression of the matter. If further investigation is required and warranted, the writer of the motion will work with the relevant Office Bearer to ensure reliable channels are utilised and information is recorded in an accurate, equitable and confidential manner managed by the SRC President and General Secretary.
- Matter for Decision
  - Issues put forth with a recommendation for a resolution of the council at that meeting.

There are four types of decisions that the Council may make:

- Recommendation to the Board:
  - This may be used on any issue relevant to the Council. The President will take the issue to the next Student Engagement and Representation Ad-Hoc Committee meeting, unless the Council requests another Board member to present the issue.

- Resolution of the Council:
  - The Council may agree to a resolution to an issue which is binding.
- Action:
  - The Council may direct an action is taken. Implementation is usually the responsibility of the President; however the action may be directed at another Officer.
- Note:
  - The Council may note an issue. No further action is taken.

### **3.7.2 Council Minutes**

Minutes will contain a brief reference to relevant Council papers tabled in addition to the official resolution(s) adopted by Council. All decisions will be recorded in the minutes by means of a formal resolution. The exact wording of the resolution will be recorded in the minutes and whether the resolution was carried or defeated, but will not contain the number of votes. Councillors who dissent can ask to have their decisions noted in the minutes.

Minutes will be prepared in draft form by the Board Administration Assistant or designate and provided to the President for review. Once the draft minutes have been approved by the President, the President will circulate the draft minutes to the Council.

The Board Administration Officer will maintain a complete set of Council papers at Arc's premises. These papers are maintained both for the organisation as a whole and the Members of Council individually.

Council minutes will be published on the Arc website for all students to access after being signed off at the next meeting of Council.

### **3.7.3 President's Report**

For every Council meeting the President shall prepare a report. This report will contain:

- a. Relevant issues for Council consideration or information;
- b. Meetings attended in capacity of President and outcomes;
- c. Any other significant items.

### **3.7.4 Officers' Reports**

For every Council meeting Officers shall prepare a report. This report may contain:

- a. Any meetings attended relevant to their Collective or in their capacity as an Officer;
- b. Past activities or initiatives with updates of any outcomes or participation statistics;
- c. Outcomes of Collective meetings;
- d. Upcoming campaigns and activities;
- e. The amount of time spent on Council duties since the last meeting;
- f. Any other significant items.

### **3.7.5 Councillors Reports**

For every Council meeting Councillors shall prepare a report. This report may contain:

- a. Details of active participation in Collective meetings;
- b. Participation or assistance in preparing for events run by Officers;
- c. Providing Office Bearers with suggestions for improving events or Collectives;
- d. Endorsing the work of Office Bearers who have run successful meetings or events;
- e. Proposals regarding issues that may be affecting UNSW students;
  
- f. Upcoming activities and strategy for supporting Officer's in the coming month.

## **4. Preparation**

### **4.1 Officers' Plans**

Officers shall prepare a plan per Term for a submission to the President and General Secretary and must be submitted at a time as set by the President. This plan should contain information on:

- a. An evaluation of the current state of the Collective and an action plan for increasing membership and engagement;
- b. An outline of the priorities, goals, and aims of the Collective;
- c. A detailed list of proposed campaigns and projects with specific delineation of priorities for each Term;
- d. An identification and evaluation of key stakeholders and plans to engage with them;
- e. The identification of any risks which might impact on the fulfilment of the priorities, goals, and aims of the Collective;
- f. A specific action plan in Term 1 for O-Week including:
  - (i) A preparatory timeline of O-Week activities;
  - (ii) Events to be held;
  - (iii) Stall operations;
  - (iv) Promotional material;
  - (v) An engagement strategy
- g. A calendar of events to be held that Term;
- h. Preliminary budgeting plans;
- i. A list of preliminary dates and times set aside for Collective meetings and catch-ups. Upon request and after approval by the President and/or General Secretary, meetings may be held in another format or at another frequency as is most suited to the needs of the Collective or student body.

All officers' plans must be approved by the Council. Failure to adequately report on progress pursuant to an officer plan is grounds for suspension of allowance.

### **4.2 Handover Documentation**

The President and Officers shall prepare a handover document prior to the end of their term. This document must contain:

- a. What was prioritised and whether the aims were achieved;
- b. Strategies employed to achieve aims;
- c. Challenges that are specific to your portfolio;

- d. A comprehensive explanation of the issues worked on that remain unresolved;
- e. Issues that will be upcoming;
- f. Key stakeholder relationships;
- g. Key dates and budgeting information;
- h. Other general advice.

All handover documents are due prior to the end of an officer's term (30 days). Failure to submit a reasonably sufficient handover document shall result in an automatic suspension of allowance, unless there are exceptional circumstances as determined by the President. For the avoidance of doubt, any amount of allowance forgone due to late submission will not be retrospectively paid to an Officer.

### **4.3 Officer and Councillor Induction**

New Members of Council will undergo a full induction into their role on the Council. Information conveyed to the new Officer or Councillor may include but is not limited to:

- a. A copy of this Council Charter, Arc Regulations, Constitution, Allowance Policy, the UNSW Student Code of Conduct and Safer Spaces policy;
- b. Details of the roles and responsibilities with an outline of the qualities required to be a successful Councillor and Office Bearer;
- c. Background information on, and contact information for, key people in the organisation including an outline of their roles and responsibilities;
- d. An overview of the Arc and its relationship with the SRC, including the nature of the working relationship between the organisations;
- e. An overview of the Student Representative Council;
- f. Handover documents;
- g. Gender confidence training;
- h. Bullying & harassment training;
- i. An outline of currently active SRC campaigns, events, initiatives and external collaborations with NUS or other external bodies, that may be continued by the incoming Council at their discretion.

## **5. Conduct of Councillors and Officers**

At all times Officers and Councillors are required to:

- a. Act honestly and in good faith;
- b. Communicate in a manner that is respectful, courteous and professional when engaging with other members, students, staff and all members of the UNSW body;
- c. Not improperly use their position or information obtained in their position;
- d. Exercise care and diligence in their duties;
- e. Observe standards of equity and respect in dealing with every member of the University and community;
- f. Not act in any manner likely to bring the Council into disrepute, including actively working to prevent spreading misinformation, false information, or statements not officially endorsed by the SRC;
- g. Fulfil their responsibilities as set out in this Charter;
- h. Comply with the directions given under authority of this Charter, the Regulations or the Constitution;
- i. Treat other council members with respect in accordance to section 3.3 of the UNSW Student Code of Conduct and the SRC Safer Spaces policy.

- j. Not act contrary to the SRC's official position and act in a manner that best represents student views and interests;
- k. Utilise official communication channels such as official email accounts and Teams sites or chats to coordinate and communicate unless explicitly permitted by individual members to be contacted via external platforms;
- l. Reasonably communicate within an appropriate time frame and set an expectation with the Council as to their preferred and most reliable mode of communication.

Breaches of the Arc Code of Conduct, UNSW Student Code of Conduct or failure to adhere to these requirements will be escalated as appropriate and may be grounds for suspension of allowance or removal from the Council.

## **6. Dispute Resolution Procedure**

Elected members of the SRC are subject to the Policies and Procedures of Arc. In the event of a grievance within the SRC, the escalation process for each relevant grievance is outlined below and should be followed by Office Bearers. Individual Office Bearers and/or Collectives should not apply their own Grievance Resolution Procedures regarding matters disclosed below, unless written discretion is provided by the SRC President regarding informal resolutions.

These steps are a guideline of the actions to be taken, however, the individual circumstances and severity of each case may result in immediate escalation.

Members of the Council (or relevant Collectives/Committees) may contact the Arc Executive Officer should they have any queries or require assistance with the below processes. Further, the Safer Spaces Policy provides direction on how to handle grievances raised within a Collective. As such, the policy's consultation is strongly recommended.

### **6.1. Issues relating to WHS and safety:**

- i Informal resolution with the person(s) involved, if appropriate, will be reached with the relevant Office Bearers;
- ii Matter reported in writing to Arc WHS Committee ([whsrepcommittee@arc.unsw.edu.au](mailto:whsrepcommittee@arc.unsw.edu.au)) or Arc HR ([hr@arc.unsw.edu.au](mailto:hr@arc.unsw.edu.au)) for resolution; and
- i Matter escalated to the Arc CEO for any appeals.

### **6.2. Procedural issues or disputes relating to the operational functioning of the SRC:**

- i Informal resolution with the person(s) involved if appropriate, will be reached with the relevant Office Bearers;
- ii Matter reported in writing to the SRC President for resolution;
  - a) Should the SRC President be a party to the dispute, or the complainant be uncomfortable reporting the matter to the SRC President, the matter may be reported to the SRC General Secretary or escalated to the Arc Executive Officer;
    - a. Where the issue is reported to the SRC President or General Secretary they shall follow the



below steps (or skip ahead where relevant):

- i. Attempt an informal resolution if appropriate;
- ii. Provide recommendation or determine a resolution (if appropriate within the scope of their role) including but not limited to:
  1. Requesting action(s) or deliverable(s) from Office Bearers
  2. Setting deadlines
  3. Training
  4. Issuing warnings
  5. Escalation
- iii. Matter escalated and reported in writing to Arc via the Executive Officer;
  - a. A secure record of all reports will be maintained by Arc. Escalation to Arc's Executive Officer may subsequently involve seeking advice from:
    - Arc Legal
    - Arc HR
    - Other appropriate body for determining required action(s).
- iv. Appeals may be submitted to the Arc Chair of the Board for consideration.

### **6.3. Issues relating to bullying, harassment, discrimination or other misconduct:**

- i. Informal resolution with the person(s) involved if appropriate based on the severity of the issue;
- ii. Report the issue, in writing, to the SRC President. If the SRC President is party to the grievance, or the complainant is uncomfortable reporting the matter to the SRC President, the matter may be reporting to the General Secretary or escalated directly to the Arc Executive Officer ;
  - a) Where the issue is reported to the SRC President or General Secretary they shall follow the below steps (or skip ahead where relevant):
    - a. Attempt an informal resolution if appropriate;
    - b. Provide advice or recommendation for next steps;
    - c. Determine a resolution (if appropriate and within the scope of their role);
- iii. Matter escalated and reported in writing to Arc via the Executive Officer;
  - a. A secure record of all reports will be maintained by Arc. Escalation to Arc's Executive Officer may subsequently involve seeking advice from:
    - Arc Legal
    - Arc HR
    - Other appropriate body for determining required action(s).

NOTE: Permanently excluding or removing a member from a Collective can only occur after the issue has been escalated to Arc, an investigation has been conducted and the decision to do so has been ratified by Arc Legal.

- iv. Appeals may be submitted to the Arc Chair of the Board for consideration.

- v Arc reserves the right to refer the incident to internal or external mediation and/or onto UNSW Misconduct if identified appropriate

#### **6.4. Outcomes:**

According to the severity of the grievance, outcomes may include (but are not limited to):

- i. Official (written) warning;
- ii. Further training;
- iii. Referral to internal or external mediation;
- iv. Suspension of allowance and/or removal from the Council following the dispute resolution process;
- v. Reporting onto UNSW Misconduct if identified appropriate

In no circumstance will a member of the SRC other than the President formally receive or adjudicate a dispute between Council members, with the exception of 6.2ii and 6.3ii above.

The SRC President has the authority to remove a Council member, if:

- Following the relevant dispute resolution process, the Council member continues to not fulfill their duties;
- Following the relevant dispute resolution process, the Council member has continued to breach the relevant Safer Spaces Policy and/or SRC Charter;

Arc may remove a Council member if:

- If found by Arc to have acted contrary to the Arc Code of Conduct, Arc Policies and/or Procedures, or Section 3.3 of the UNSW Student Code of Conduct;
- Following an Arc investigation into serious misconduct, if proven;
- Otherwise deemed necessary after relevant consultation with Arc Legal and/or Arc Board.

## **7. Changes to this Charter**

This Council Charter can be amended at any time by the Council by ordinary resolution followed by an ordinary resolution of the board. This Charter should be reviewed annually. This Council charter can be amended by the Council by an ordinary resolution followed by an ordinary resolution of the board.

This charter should be revised annually by a charter working group. This group is responsible for reviewing and recommending changes to the SRC charter. This working group would:

### **7.1 Be composed of:**

- a. The President;
- b. Current council members with voting rights;
- c. At least a quarter of the current council;
- d. At least half the members being councillors.

### **7.2 With aim of:**

- a. Striving to increase the accountability and effectiveness of the council
- b. Reviewing the relevance and accuracy of each section of the charter.

### **7.3 Recommendations:**

- a. Present their recommendation in the Council's following meeting.

Version	Date	Author	Approval	Sections modified	Details of amendments
[8.0]	16/01/15	Billy Bruffey (SRC President) and Tom Morrison (Chair of Students & Strategy Subcommittee)		All	Comprehensive review of entire Charter.
[9.0]	27/06/16	Sophie Johnston	Board	3	3.6.5 Obligations for monthly SRC Councillor reports.
[10.0]	15/08/18	Zack Solomon (SRC President) and Mia Carey (Student Development Committee Convener)		2, 3, 4, & 7	Extensive updates to sections 2, 3, 4, & 7 to formalise current practices in SRC, remove repetition in position descriptions, and clarify expectations of all members of council.
[11.0]		Angela Griffin and SDC Committee	Board		Extensive updates to section 6.
[12.0]	28/10/20	Manu Risoldi (SRC President) and Leonardo Shaw-Voysey (SDC Chair)		3.2 2.3.1	Amendment to allow the continuation of online meetings. 2.3.1 Minor numbering changes.
[13.0]	25/05/2021	Tom Kennedy (SRC President), Nayonika Bhattacharya (SRC General Secretary), Joelle Barallon (Executive Officer)	Board	2.3 3.5 6	New clauses c,d,e (l,ii) New clause f Amendments Issues relating to bullying, harassment, discrimination or other misconduct
[14.0]	16/06/2021	SRC	Board	2	Insert new clauses for the addition of Paddington Officers (2.3.12,13,14).
[15.0]	18/11/2021				
[16.0]	30/05/2022	Nayonika Bhattacharya (SRC President)	Board	3.5	New clauses g-k
[17.0]	23/11/2022	Nayonika Bhattacharya (SRC President)	Board	Various	Manage reputation of SRC; allow greater involvement of SRC in addressing student concerns; process in place for Office Bearers in the event of early graduation/ program leave/ exchange.

[18.0]	22/03/2023	Board	Board	2.2 & 2.3	Addition of reference to filling vacancies (Section 8.5 of the Arc Regulations).
[19.0]	31/05/2023	Board	Board	3	Addition of proxies to be allowed in SRC meetings, and clarification of voting and quorum.
[20.0]	21/08/2024	SRC President & Executive Officer	SRC, Board	6	Updated process for reporting and escalating grievances.

## APPENDIX A

# Handover Document for Arc Student Leaders

Name:	
Student Body:	Arc Board / SRC / PGC / IRC
Position Held:	Chair of X / President / Vice President / Officer / Counsellor A or B
Dates/Term:	
Contact Details:	Email Address / Mobile

This document should be completed the month prior to your term ending and the new term commencing, however we do recommend you review and add to it throughout your term to make it easier and to make sure you don't forget anything pertinent.

It provides space for you to pass on any top-tips, knowledge gained and words of wisdom to your successor. [Remove any sections that are not applicable to your role or student body].

### CONGRATULATIONS & WELCOME!

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[Write something welcoming and encouraging to excite them about their role and the student body itself]

### [NAME OF POSITION]

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#### **Your Role**

[Outline any expectations, duties, responsibilities etc that may not necessarily be listed in the Charter / Role Description. Any common themes / issues, top tips, surprises?]

#### **[Student Body] Meetings**

What do they need to know about meetings? What role do they play and how can they be better prepared? Is there anything they need to be conscious of?

### THE LAST 12 MONTHS

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#### **Highlights:**

[Key wins or highlights of the last 12 months / term. These can be personal or organisational. Include things that contributed to the success or highlight, and any tips for future]

#### **Challenges:**

[Key challenges (whether resolved or ongoing) of the last 12 months / term. Include things that could have been done differently / recommendations for future. Also include any challenges that you predict may arise.]

#### **Important Motions/Issues:**

[Outline any important motions you passed or issues you worked on during your term. Include any relevant information that might not be outlined in relevant papers. Include links to research or papers where relevant, as well as any steps taken, recommendations or relevant information for the future]

<b>Motion/Issue</b>	<b>Link to Information</b>	<b>Relevant Information</b>
E.g: Closure of the Whitehouse	<link to papers>	You may get questions or complaints about the WH closure. Defer all official comments to the Chair of the Board or CEO. However for your information, it was a very difficult decision, made based on current climate (COVID, lease negotiations, finances). Arc is committed to pursuing new opportunities for student offerings and spaces on campus.
Amalgamation of SRC & ADSC	<link to motion>	SRC did have reservations regarding the amalgamation and the potential lack of representation it would create. However the ADSC Representatives attended an SRC meeting and explained the benefits of the amalgamation. Additional clauses were included in the Charter and new Position Descriptions to address concerns and ensure both autonomy of budget and representation of Paddington Campus.

**Learnings / Things I wish I knew earlier:**

1. One
2. Two
3. Three

**THE FUTURE / YOUR TERM**

**Working with the rest of the [Student Body]**

[Include any top tips for working with the rest of the group]

**Upcoming Actions or Ongoing Projects**

[If your student body / committee has a current Action List – include it below. If no official action list, include any potential actions / upcoming actions below. You should also outline relevant information, future steps, recommendations or people to consult with etc]

<b>Action</b>	<b>Timeline</b>	<b>Relevant Information</b>
Honoraria Review	Must occur in September 2021	During COVID 2020, all Student Leader honoraria was reduced by 20%. The motion included a mandatory review of this reduction in September 2021. Things to consider: <ul style="list-style-type: none"> <li>- Since the reduction, the SRC &amp; ADSC have folded and new positions on the SRC and PGC have been created. The honoraria review will need to include a recommendation for the 'tier' of the new positions.</li> </ul>
CEO Evaluation Process	Start at the end of 2021, finalise by March 2022.	This process fell through the cracks in 2020/2021 and should be commenced at the end of 2021 to enable a smooth process in early 2022. Notes:

		<ul style="list-style-type: none"> <li>- Discuss the timeline and process with the CEO prior to commencing any staff surveys or evaluations</li> <li>- Leigh Dunlop is a great Board Member to consult with regarding the process, given her HR expertise.</li> <li>- If you have any questions regarding the process (see X policy), reach out to the EO or Admin Officer as a first step.</li> </ul>
Arc Investment Policy	Ideally, end of 2021	<p>This has been in the works for over 4 years, hoping to implement by end of 2021. Link to relevant doc: x</p> <p>BJ Glover &amp; Shelley Valentine are across this.</p>

### Regular UNSW and/or Stakeholder Meetings

[Overview of the regular meetings you attended. Include general information or links to planning documents, as well as any tips & tricks, what role you played in the meetings, any tips for dealing with the Facilitator e.g. The PVC likes to receive an Exec summary prior t the meeting. Also please any current issues/asks/projects/initiatives.

Meeting & Key Attendees	Frequency	Why you attend	Key Projects/Initiatives/Asks and tips.
e.g. DVCEDI Eileen Baldry	Monthly	Provide updates on EDI issues within the relevant student community. Collaborate on events and initiatives Consult on key University projects e.g. Respect Now Always	Agenda points required 5 days prior to meeting. Current ask for funding for co presented EDI Panel.

### Important Events and Activities

[Overview of the different events and activities you held. Include general information or links to planning documents, as well as any tips & tricks, lessons learned, and key contacts]

Event / Activity	Date(s)	Relevant Information	Key Contacts
PGC Tell Me Your Story	April – TBC	Event supported by UNSW EDI and Arc. Intention is to continue this event annually as a PGC Flagship event.	<a href="mailto:Venue@arc.unsw.edu.au">Venue@arc.unsw.edu.au</a> for all Roundhouse bookings

		- Refer to X Document for all information regarding event planning	<a href="mailto:M.McBurnie@arc.unsw.edu.au">M.McBurnie@arc.unsw.edu.au</a> for all things promotion and marketing
Board Retreat	May or June	Various sessions need to be planned and facilitated. Begin planning for this early. Templates for previous years' sessions can be found here: xxx  The retreat can be used to hold discussions about recent topics / issues. Consider whether relevant.	Shelley Valentine & Joelle Barallon

## ADMINISTRATION

### General Admin

[All documents are stored here X. Recommended reading X. Make sure you submit X by X. Make sure to consult with X prior to X]

### Affiliations or Memberships

[Do you have any affiliations or memberships to be aware of? Are there any annual fees involved? Annual event(s)? Rules or reporting required? Is there a primary contact? Are there any recommended memberships or affiliations you would like to include?]

### Emails and Social Media (Logins & Links)

Platform	Login	Password
Facebook		
Other Social Media		
Membership Organisation (NUS etc)		

### Important Contacts (Internal & External)

[Anyone that you found helpful during your term. Keep the "Notes" clean.]

Name	Position & Organisation	Contact	Notes
Indelle Scott	Assistant to Prof. Merlin Crossley (UNSW)	<a href="mailto:i.scott@unsw.edu.au">i.scott@unsw.edu.au</a>	Great contact for setting meetings with Merlin
Joelle Barallon	Executive Officer @ Arc	<a href="mailto:j.barallon@arc.unsw.edu.au">j.barallon@arc.unsw.edu.au</a>	All things regulations, papers, policies & processes

### Important Documents and Resources (incl. Training)

[Link any documents or resources that you referred to regularly (or perhaps wish that you had). Include any websites, newsletters, courses or training etc that you found useful]

### Budgets

[Budgets and submitting expenses etc will be covered in the overall induction for your student body. However, if you have any additional information or tips, include them here]



**Charter/Terms of Reference**

[Review the Charter or Terms of Reference for your student body, with regards to YOUR position or subcommittee, and highlight any changes or recommendations you would have for amendments. Is there anything that is irrelevant? Is there anything additional that you would recommend including?]

**OTHER IMPORTANT INFORMATION**

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[Anything that doesn't fall into the above categories]