

# Terms of Reference v 3

**FedUni Student Senate**

## Terms of Reference v 3

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### Authority

The Student Senate is a student based advisory body established to make recommendations regarding the student experience, including but not limited to student amenities and services. The Senate will act as a consultative body to the Vice-Chancellor, through the Deputy Vice-Chancellor, Student Support & Services as primary sponsor.

### 1. Interpretation

In these Terms of Reference:

“The Student Senate” means the democratically elected representative Committee of Federation University Australia’s student body (Higher Education, TAFE, VET & VCAL), constituted in accordance with these Terms of Reference.

“Vice-Chancellor” means the Vice-Chancellor, or his or her nominee

### 2. Objectives

2.1 The Student Senate will be concerned with the improvement of the student experience for all Federation University Australia students (Higher Education, TAFE, VET, VCAL) across all campuses of the University and partner provider locations (within Australia) and students studying online or via distance education. This will involve consulting with, and providing an avenue for, students to provide feedback and recommendations in regards to:

- 1) student amenities and services
- 2) Federation University Australia’s policies and procedures in regards to student life
- 3) student life for students based on campus, studying online or via distance education
- 4) Federation University Australia’s physical, cultural and technological learning environments

2.2 The Student Senate will make recommendations to the Vice-Chancellor, through the Deputy Vice-Chancellor, Student Support & Services as primary sponsor regarding the use and proposed use of proceeds from the student services and amenities fee as per *The Higher Education Support Act 2003* and the Student Services, Amenities, Representation and

Advocacy Guidelines ('the Representation Guidelines') for the provision and improvement of student services and amenities

### 3. Membership

3.1 The Student Senate consists of members drawn from ex-officio members, elected members and appointed members. The Student Senate shall consist of the following members:

(a) Ex-Officio

- 5) Student representatives on each Faculty Board (including Industry Skills Centre and Federation College), and the Appeals Committee will be co-opted to the Student Senate

Ex-officio members have voting rights as per an elected member

(b) Elected members

Student representatives elected into the following positions:

- **WESTERN CAMPUSES STUDENT REPRESENTATIVE *Higher Education* (1 position):** Acts to advocate on behalf of Higher Education students at Western Campuses (Horsham, Stawell & Ararat)  
**Eligibility** OPEN to Higher Education students of Western Campuses (Horsham, Stawell & Ararat)
- **WESTERN CAMPUSES STUDENT REPRESENTATIVE *TAFE/VET/VCAL* (1 position):** Acts to advocate on behalf of TAFE and VCAL students at Western Campuses (Horsham, Stawell & Ararat)  
**Eligibility** OPEN to TAFE and VCAL students of Western Campuses (Horsham, Stawell & Ararat)
- **SMB CAMPUS STUDENT REPRESENTATIVE (2 positions):** Acts to advocate on behalf of all students at SMB Campus  
**Eligibility** OPEN to students enrolled at a course at SMB campus
- **FEDCOLLEGE STUDENT REPRESENTATIVE (1 position):** Acts to advocate on behalf of all students at FedCollege  
**Eligibility** OPEN to students enrolled at a course at FedCollege
- **CAMP ST CAMPUS STUDENT REPRESENTATIVE *Performing Arts* (1 position):** Acts to advocate on behalf of all Higher Education Performing Arts students at Camp St Campus  
**Eligibility** OPEN to Higher Education students enrolled at a course at Camp St Campus
- **CAMP ST CAMPUS STUDENT REPRESENTATIVE *Visual Arts* (1 position):** Acts to advocate on behalf of all Higher Education and TAFE Visual Arts students at Camp St Campus  
**Eligibility** OPEN to Higher Education and TAFE students enrolled at a course at Camp St Campus
- **MT HELEN CAMPUS STUDENT REPRESENTATIVE *Higher Education* (2 positions):** Acts to advocate on behalf of all Higher Education students at Mt Helen Campus  
**Eligibility** OPEN to Higher Education students enrolled at a course at Mt Helen Campus
- **MT HELEN CAMPUS STUDENT REPRESENTATIVE *TAFE* (1 position):** Acts to advocate on behalf of all TAFE students at Mt Helen Campus  
**Eligibility** OPEN to TAFE students enrolled at a course at Mt Helen Campus
- **INTERNATIONAL STUDENT REPRESENTATIVE (1 position):** Acts to advocate on behalf of all students enrolled as International students at Federation University  
**Eligibility** OPEN to students enrolled as International students at Federation University (must hold a current Overseas Student Visa)
- **CLUBS & SOCIETIES STUDENT REPRESENTATIVE (1 position):** Acts to advocate on behalf of all student members of Federation University Clubs & Societies  
**Eligibility** OPEN to Executive Committee members of Federation University Clubs & Societies\*
- **SPORTS STUDENT REPRESENTATIVE (1 position):** Acts to advocate on behalf of all students involved in Federation University Sports activities and Teams  
**Eligibility** OPEN to all students involved in Federation University Sports activities and Teams\*
- **POSTGRADUATE STUDENT REPRESENTATIVE (1 position):** Acts to advocate on behalf of all postgraduate students at Federation University Australia  
**Eligibility** OPEN to students enrolled as a postgraduate student

- **FEDERATION UNIVERSITY GIPPSLAND CAMPUS STUDENT REPRESENTATIVE (2 positions)** – Act to advocate on behalf of all students at the Gippsland campus.  
**Eligibility** OPEN to all students enrolled at a course at Federation University Australia's Gippsland Campus
- **DISTANCE EDUCATION/OFF CAMPUS REPRESENTATIVE (2 positions)** - Acts to advocate on behalf of all Distance Education/Off Campus Students  
**Eligibility** OPEN to students enrolled in Distance Education/Off Campus courses of Federation University Australia, who are required to pay the Student Services & Amenities Fee.
- **ACADEMIC BOARD REPRESENTATIVE (1 position)** – Attends 8 Academic Board meetings per year, reporting on the Student Senate and acts to advocate on behalf of all enrolled FedUni students in relation to Academic activities of the University  
**Eligibility** OPEN to all students enrolled at FedUni
- **LEARNING AND TEACHING COMMITTEE REPRESENTATIVE (1 position)** – Attends 8 Learning and Teaching Committee meetings per year, reporting on the Student Senate and acts to advocate on behalf of all enrolled FedUni students according to the Learning and Teaching Committee's terms of reference  
**Eligibility** OPEN to all students enrolled at FedUni
- **SUSTAINABILITY COMMITTEE REPRESENTATIVE (1 position)** – Attends 4 Sustainability Committee meetings per year, reporting on the Student Senate and acts to advocate on behalf of all enrolled Federation University students on issues of sustainability  
**Eligibility** OPEN to all students enrolled at Federation University
- **BERWICK CAMPUS REPRESENTATIVE (2 positions)** – Acts to advocate on behalf of all students at the Berwick campus  
**Eligibility** OPEN to all students enrolled at a course at Federation University Berwick Campus

Provided that any student nominated is:

- (i) studying at a time fraction of 0.5 or more;
- (ii) not employed by the University at a time fraction of 0.5 or more;
- (iii) 18 years or over (with the exception of Federation College and VCAL students); and
- (iv) not currently serving a custodial sentence,

at the time of the calling for nominations by the Returning Officer.

Members employed by the University in any capacity must be prepared to declare any Conflict of Interest that may arise, and exclude themselves from associated proceedings, while participating in the normal operations of the Senate.

At all times the Student Senate must include at least one representative from each of the following categories:

- (a) students enrolled in an undergraduate course of study
- (b) students enrolled in a postgraduate course of study
- (c) overseas students

Elected members have full voting rights and will be eligible to vote on all recommendations and/or business brought to the Senate.

From 2013 provisions for places on the Senate for students of Partner Provider Institutions will be made.

(a) Appointed members:

Such members appointed by the Student Senate, following nomination and majority resolution by the Student Senate, for the purpose of assisting the Student Senate achieve an informed perspective on any of the powers or duties of the Student Senate as defined in 2. *Objectives*

Appointed members do not have voting rights.

The number of appointed members is limited to 5 at any one time

3.2 Chair: the Student Senate shall elect from its members a Chair. The Chair may only be a member drawn from (a) Ex-officio members and (b) Elected members.

3.2.1 Vice Chair: The FedUni Student Senate shall elect from its members a vice-chair. The vice-chair may only be a member drawn from (a) Ex-officio members and (b) Elected members. The vice-chair will carry out the chair's duties in his or her absence, with the acknowledgement of the board as being capable and suitable to do so. They will provide support and assistance to the chair in carrying out his or her responsibilities and may take on specific duties from the chair where delegated and appropriate.

3.2.2 Acting Chair: In the period between the last meeting of one Senate term to the first meeting of the next Senate term an Acting Chair may be appointed. This position will be remunerated \$100 for this period. This position will be determined by a vote at the last meeting of the year and must be filled by a member that has already secured a position on the forthcoming Senate. It is expected (unless otherwise indicated) that the Acting Chair will take on the role of Chair in the forthcoming Senate. This will be determined by a spill motion at the first meeting of the year. If the spill motion is not carried then the Acting Chair will become Chair. However if the spill motion is carried then the role will become vacant and all Senate members (including the recently dismissed Acting Chair) are eligible to nominate for this position.

3.3 Campus Chapters consist of campus based representatives of the Student Senate and any other member of the Senate for whom consultation with a student cohort on a particular Campus would be beneficial to fulfilling their role. Campus Chapters report to the Student Senate meetings and are bound by these Terms of Reference.

#### 3.4 Removal and Resignation of Members

The Committee may remove an elected member from office if:

- (a) the member, without first seeking a leave of absence from the Chair, fails to attend 3 consecutive meetings ;
- (b) a resolution is passed by a majority four-fifths vote of the Senate that the member is found to have neglected their duties (as outlined in 8. *Duties & Responsibilities* and the Student Senate Handbook) and/or disregarded the objectives of the organisation as outlined in 2. *Objectives*
- (c) a resolution is passed by a majority four-fifths vote of the Senate that the member is found to have impeded the Senate to conduct its business and/or engages in conduct that is disruptive and disrespectful to other members or impedes the ability of the Chair to direct a meeting
- (d) during their term on the Senate the member is found by the University, through its formal procedures, to have engaged in a breach of discipline or misconduct (including harassment, discrimination, bullying) in relation to any matter

The member must be given: (i) particulars in writing of what it is alleged they have done or failed to do in breach of their duties, at least 1 week before the meeting at which the motion to remove them is to be considered; and (ii) a reasonable opportunity to make written submissions to, attend and be heard at that meeting.

An elected member of the Student Senate, other than the Chair, may resign by writing delivered to the Chair.

The Chair may resign by writing delivered to the Vice-Chancellor.

Where an elected member expects to be absent from more than 3 consecutive meetings in any calendar year, the member must seek a leave of absence in writing from the Chair, or resign his/her position from the Committee by writing delivered to the Chair at the first meeting of the Senate after it becomes known to the member that the ongoing absence is likely.

#### 3.5 Complaints & Appeals

If a member removed from office by the Committee believes their removal to be unfair, or not in accordance with these Terms of Reference, the removed member may have access to the University's official grievance processes.

## 4. Advisors

The Director, Student Connect will have the right to attend meetings of the Student Senate, submit items for the Agenda and the right of debate. The Director, Student Connect will act as Permanent Advisor to the Student Senate.

The Deputy Vice-Chancellor, Student Support & Services will have the right to attend meetings of the Student Senate, submit items for the Agenda and the right of debate. The Deputy Vice-Chancellor, Student Support & Services will act as Permanent Advisor to the Student Senate.

Advisors do not have voting rights.

## 5. Executive Officer

An Executive Officer will be appointed by the University to assist the Student Senate with advice and secretariat support.

## 6. Terms of Reference

6.1 The student representatives, as defined in 3. *Membership*, shall hold office for a period of 12 months, commencing November 1 until October 31 the following year, with a maximum of two consecutive terms. All Members must fulfil the conditions of Membership, as listed in 3. *Membership*, to retain their position on the Senate

6.2 Ex-officio members may hold their position on the Senate for the period of time they hold their position on Faculty Board, Appeals Committee.

6.3 The Chair, as defined in 3. *Membership*, shall hold office for a period of 12 months commencing in November each year, with a maximum of two consecutive terms. The member is eligible to act as Chair while within the period of their position as (a) Ex-officio member or (b) Elected member.

## Member Vacancy

In the case of a vacancy on the Senate, members present may resolve by majority vote to:

See the position remain vacant, fill the position by general election (should the position be an elected role), appoint a suitable existing member to the role, or appoint another person to the role, all for the balance of the term. As per the Terms of Reference, at all times the Student Senate must include at least one representative from each of the following categories:

- (a) students enrolled in an undergraduate course of study
- (b) students enrolled in a postgraduate course of study
- (c) overseas students

## 7. Elections

7.1 Elections for positions on the Student Senate will be held during Lecture Period 3/Term 3 of the year prior to the term members will serve. If positions are vacant after the first round of elections then a second round will take place in or before Term 1 of the corresponding Senate year.

7.2 Election procedures, including Nomination and Voting procedures, will be governed by Legislation (Regulation 7.1– Election Procedures and Statute 7.1 – Election Procedures)

## 8. Duties and Responsibilities

The duties and responsibilities of the Student Senate and its Chapters as pertaining to the Student Services and Amenities Fee (SSAF) are as follows:

- duly consider matters referred to it by the Deputy Vice-Chancellor Student Support & Services, University management, University Council or other university body including partner provider institutions in relation to the provision of student services and amenities as per the *The Higher Education Support Act 2003* and the Student Services, Amenities, Representation and Advocacy Guidelines ('the Representation Guidelines'), across all and partner provider campuses (in Australia)
- duly consider recommendations in regards to provision of student services and amenities made by its Chapters

- make recommendations to the Vice-Chancellor, through the Deputy Vice-Chancellor Student Support and Services, or appropriate university body, in relation to student services and amenities at campuses and partner provider locations including recommendations as to the use of proceeds from the student services and amenities fee.

In regards to the student experience, which includes:

- 6) student amenities and services
- 7) Federation University Australia's policies and procedures in regards to student life
- 8) student life for students based on campus, studying online or via distance education
- 9) Federation University Australia's physical, cultural and technological learning environments

Other duties and responsibilities include:

- consultation with the student body (Higher Education, TAFE, VET, VCAL) across all campuses of the University and partner provider locations (within Australia) and students studying online or via distance education. Make recommendations to the appropriate University bodies in regards to the above
- duly consider matters referred to it by the Vice-Chancellor, Deputy Vice-Chancellor Student Support & Services, University management, University Council or other University body including partner provider institutions in regards to the above

## 9. Meetings

- 9 The Student Senate shall normally meet bimonthly on a set day, time and place suitable to the majority of members. Provision for meeting by videoconference or teleconference shall be made if meeting in person is not possible for the member.
- 9.1 The Student Senate Chapters will meet locally at least twice during the academic year at forums open to all students on their relevant campus
- 9.2 Notice of a meeting and an electronic copy of the agenda papers shall be circulated by the Executive Officer to each member at least five clear working days before the meeting. The Chair may allow additional agenda papers to be circulated with less notice or to be tabled at the meeting. Such additional business shall not be considered if one-third of those present, or the Chair, vote that it be held over to a subsequent meeting.
- 9.3 Any notice of motion, report, or other business must be submitted in writing to the Executive Officer seven working days before the day of the meeting. Matters submitted after this time may be accepted at the discretion of the Chair.
- 9.4 A quorum is defined as 50% of the voting membership. In the case of Chapter meetings, a quorum is 50% of the voting membership of that Chapter.  
If a quorum is present at the commencement of the meeting, the meeting may continue until attention is drawn to the lack of a quorum. When this occurs, the meeting shall be adjourned until such time as the Chair may determine. Where a meeting is adjourned for lack of quorum, the reconvened meeting shall normally deal only with matters listed for the original meeting and which were not dealt with.
- 9.5 The Chair shall preside at all meetings of the Committee
- 9.6 In the absence of the Chair, the Committee members present shall appoint a member to preside at that meeting.

## 10. Portfolios

### 10. Portfolios

- 10.1 The Student Senate will establish Portfolios as required to assist with the functioning of the Senate and the expediency of bi-monthly meetings. These can include, but are not limited to, Communication, Student Connect, Academic and Buildings.
- 10.2 Student Senate representatives will volunteer for Portfolios; with the exception of the Academic Portfolio which consists of all Ex-Officio members. Student representatives can only sit on a maximum of two portfolios.

10.2 Senate Portfolios will be chaired by a Senate Member who has been elected from within the portfolio membership. Responsibilities of the chair are outlined below:

#### 10.2.1 Portfolio Chair Responsibilities:

1. Facilitate monthly portfolio meetings
2. Ensure meetings are structured to allow for the diversity of student views
3. Prioritize issues pertaining to portfolio
4. Document actions and outcome of portfolio issues
5. Facilitate communication with relevant University staff in relation to portfolio issues
6. Present report at Student Senate meeting
7. Attend Portfolio Chair meetings as required by Chair of the Senate

## 11. Voting

- 11.1 Upon any question arising at a meeting of the Senate, a member (Ex-officio and Elected) has one vote only.
- 11.2 All votes must be given personally (proxy voting not permitted)
- 11.3 In the case of an equality of voting on a question, by motion of the Senate the matter will be referred to a sub-Committee of relevant Senate members for decision. Members of the sub-Committee are chosen by resolution of the Senate.

## 12. Observers

- 12.1 Meetings of the Student Senate may be attended by people approved by the Chair to attend the meeting as an observer.
- 12.2 Observers at a Student Senate meeting will be entitled to see and hear the proceedings of the Senate and will have the right to contribute to debate at Senate meetings.
- 12.3 Observers at a Student Senate meeting may be required to leave the meeting by the Chair, or by majority vote of members, or when the Senate considers any confidential business.

## 13. Reporting Relationships

After each of its meetings the Student Senate shall submit a report to the Vice-Chancellor, through the Deputy Vice-Chancellor, Student Support and Services. The report shall include:

- (a) the minutes of Committee meetings; and
- (b) a record of recommendations

Should matters for action fall outside the scope of the Deputy Vice-Chancellor, Student Support and Services the Senate shall confer with the official advisor, Director, Student Connect as to appropriate course of action and pathway for referral.

## 14. Dispute Resolution

The process for dispute resolution set out in this rule applies to disputes under these Terms of Reference between the Student Senate and University management. Either party may raise a dispute. The steps are outlined below:

1. The dispute must be delivered in writing, ie: The Chair must give written notice to the Deputy Vice-Chancellor, Student Support & Services specifying the nature of the dispute, or vice versa, depending on which party has raised the matter.
2. The Chair and the Deputy Vice-Chancellor, Student Support & Services must meet within 10 working days of receipt of the dispute notice to try to resolve the dispute.
3. Failing resolution, either party can refer the dispute to mediation in accordance with the Law Institute of Victoria Mediation Guidelines, where an independent mediator will be appointed.

## 15. Review

The Terms of Reference of the Student Senate shall be reviewed at least every 2 years. Any recommendations for changes to be made to the Vice-Chancellor, through the Deputy Vice-Chancellor, Student Support & Services.



## 16. University Wide Consultation

The Student Senate is agreeable to engaging in any consultation required by Governing boards/committees and bodies within Federation University Australia, and will nominate an appropriate Senate member when such student comment is required. Should the matters arising fall outside the scope of the Student Senate, the Senate shall confer with Senate Advisors.

It is hereby noted that without prior consultation, no governing board/committee/body within Federation University Australia can alter or make changes to their terms of reference which directly/indirectly impacts/effects the functionality, structuring and operations of the Student Senate.

***These Terms of Reference are to be read in conjunction with Federation University Australia's Student Senate Handbook, available on enquiry to [student.senate@federation.edu.au](mailto:student.senate@federation.edu.au)***

### ***Related documents, legislation, websites, statutes and regulations***

The University of Ballarat Amendment (Federation University Australia) Act (2013)

<http://federation.edu.au/staff/governance/feduni-council/about-feduni-council/ub-act-and-role-of-council>

Federation University Australia's Statute 7.1 – Election Procedures

[http://federation.edu.au/\\_\\_data/assets/pdf\\_file/0008/44999/r71election\\_procedures.pdf](http://federation.edu.au/__data/assets/pdf_file/0008/44999/r71election_procedures.pdf)

Federation University Australia's Regulation 7.1 – Election Procedures

[http://federation.edu.au/\\_\\_data/assets/pdf\\_file/0008/44999/r71election\\_procedures.pdf](http://federation.edu.au/__data/assets/pdf_file/0008/44999/r71election_procedures.pdf)

Higher Education Support Act (2003)

<http://www.comlaw.gov.au/Details/C2013C00472/>

Higher Education Legislation Amendment (Student Services and Amenities) Act 2011

<http://www.comlaw.gov.au/details/c2011a00130>

Student Services, Amenities, Representation and Advocacy Guidelines ('the Representation Guidelines')

<http://www.comlaw.gov.au/Details/F2011L02726>

Please Note: For further information or assistance regarding local guidelines contact:

**The Policy Unit** | Email: [student.senate@federation.edu.au](mailto:student.senate@federation.edu.au) | Phone: 5327 9832 | URL: [www.federation.edu.au/student-senate](http://www.federation.edu.au/student-senate)