



**Edith Cowan University Guild**

**Volunteer Information Pack**

**Guild Senate 2021**

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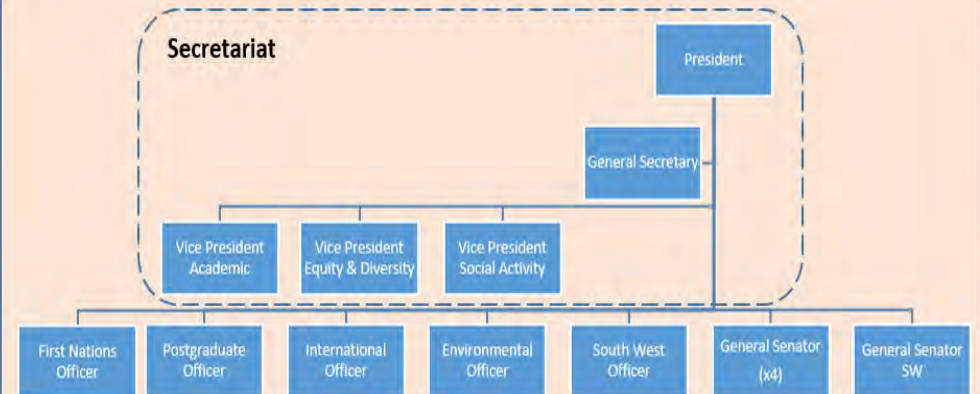
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## Guild Structure

### Operations



### Senate



## Who is the Guild?

The Guild is a student led organisation who are independent to the University. We are a not for profit organisation established under the Edith Cowan University Act 1984. The primary function of the Guild is to further the interests of our members. Other functions of the Guild are to:

- provide leadership in relation to matters affecting the common interests of its Members;
- represent and further the common interests of its Members including but not limited to in communications with the Council, the Vice-Chancellor, other senior officers of the University and committees of the University;
- promote a co-operative spirit and sense of solidarity amongst Members;
- advance the education, welfare, social life and cultural activities of Members;
- provide Facilities and Services for Members;
- represent and protect Members in matters affecting their interests and rights;
- promote equal opportunity and affirmative action in its Policies and activities;
- support and co-ordinate the activities of Affiliated Bodies;
- provide a recognised means of communication between Members and the University, other student organisations, educational and governmental bodies and the wider community;
- co-operate with and affiliate to other organisations having similar purposes in whole or in part;
- co-ordinate Member representation on University decision-making bodies where appropriate;
- facilitate greater recognition and appreciation of the standard of academic awards made by the University;
- do all other things as are incidental or conducive to the attainment of the above and the exercise of the powers of the Guild; and
- perform any other matter or thing prescribed under the Act, Statute, Rules or the Constitution.

## Who are the Guild Senate?

Guild Senators are a group of elected Edith Cowan University Students and Guild Members who are charged with the proper administration, financial and other affairs of the Guild, including ensuring that the obligations as set out above and in the Guild Constitution are met.

Senators are volunteer officers who receive an honorarium (see Honoraria Details) where a **minimum** number of hours of voluntary work is conducted on behalf of the Guild and in line with the Constitution and associated Duty Statements for each role.

### Senate Positions

There are 15 positions within Senate that are to be elected. These individual positions come together to operate as the Guild Senate whose responsibility it is to:

- Exercise the power of the Guild on its behalf;
- Ensure the proper management of the Guild;
- Consider all matters related to the rights and interests of Members;
- Provide direction to the Guild on strategic matters;
- Approve, amend and repeal Guild Policies in accordance with the Constitution;
- Consider reports from Guild departments on their activities and strategies;
- Set the annual budget of the Guild in accordance with the Constitution; and
- Any other matter reserved or allocated to Senate as per the Schedule of Delegation and Authority, by resolution of the Senate under the Constitution or Statute.

With the exception of General Senators, each Senate position comes with specific responsibilities in terms of the individual role that elected officers must carry out. These specific duties are encapsulated in the Position Duty Statements in the Appendices.

General Senators are responsible for providing support to other Senators as directed by Senate and the general provision of activities as developed in consultation with the Guild President and General Secretary.

### Secretariat

Within the wider Senate structure there is a level of governance provided by Senior Senators. This group of Senate is called the Secretariat. The Secretariat consists of the following members of Senate:

- President;
- General Secretary (Chair);
- Vice President Academic;
- Vice President Equity and Diversity; and
- Vice President Social Activity.

The Secretariat is responsible for ensuring the proper management of the Guild, by confirming that Senators are fulfilling their responsibilities and operational services are being effectively managed by the Operational Executive.

## Honoraria Details

*\*Honoraria is only paid where Senators have achieved the minimum hours required across a fortnight. Additional hours do not attract further honoraria payments unless authorised by the President and only in limited circumstances as according to the Honoraria Policy.*

Role	Time Commitment per Fortnight (*Minimum)	Honoraria per Fortnight (*If minimum commitment achieved)
President	40 Hours	\$1208.40
General Secretary	40 Hours	\$1208.40
Vice President Academic	40 Hours	\$1208.40
Vice President Equity	40 Hours	\$1208.40
Vice President Social	40 Hours	\$1208.40
Postgraduate Officer	30 Hours	\$755.25
International Officer	8 Hours	\$177.23
First Nations Officer	8 Hours	\$177.23
Environmental Sustainability Officer	8 Hours	\$177.23
South West Officer	8 Hours	\$177.23
General Senator	8 Hours	\$177.23
General Senator (South West)	8 Hours	\$177.23

## Guild Departments

Within the overarching Guild Structure, various departments are formed and include:

- Undergraduate Studies Department
- Postgraduate Studies Department
- Equity Department
- Social and Sport Department
- First Nations Department
- Environmental and Sustainability Department
- International Students' Council
- South West Council

Each Department is chaired by the relevant Guild Senator assigned to that position. i.e. Vice President Academic is the chair of the Undergraduate Studies Department. Each Department is convened under its associated policy – see Appendix – Departmental Policies.

### **School Representatives**

School Representatives are managed by the Vice President Academic as part of the Undergraduate Studies Department. School Representatives do not form part of the Guild Senate and do not receive an honorarium. School Representatives provide student representation at a school level and facilitate formal lines of communication between ECU and Undergraduate students.

### **Other Departmental Representatives**

Other Guild Department Representatives will be managed by the relevant Guild Senator assigned to that position. i.e. the South West Officer is the chair of the South West Council. Departmental Representatives do not form part of the Guild Senate and do not receive an honorarium. Departmental Representatives provide student representation across the department and facilitate formal lines of communication with ECU on topics relevant to the department and the student who are represented within that department.

### **Guild Affiliated Clubs**

Guild Affiliated club members do not form part of the Guild Senate, however, are responsible for the Governance within the club of which they hold membership. Guild clubs affiliate each year and are afforded various benefits of affiliation, including free room bookings and support. Clubs who have financial affiliation are also provided a small budget to assist with Club activities. Each Club affiliation is managed by the respective Vice President. i.e. Sports and Social clubs are managed by the Vice President Social Activity.

### **Operational Staff**

Operational Staff are Employees of the Guild, employed by the organisation to provide support, administration and general day to day management of the Guild. The Operational Staff are managed by the Operations Manager who is engaged as the Chief Operational Executive and liaison between the Operational business of the Guild and Senate.

### **Additional Information/Reading**

Students may also benefit from reading the following documents prior to considering nominating for a position with the Guild:

1. Edith Cowan University Act 1982  
[https://www.legislation.wa.gov.au/legislation/prod/filestore.nsf/FileURL/mrdoc\\_40979.htm/\\$FILE/Edith%20Cowan%20University%20Act%201984%20-%20%5B05-a0-03%5D.html?OpenElement](https://www.legislation.wa.gov.au/legislation/prod/filestore.nsf/FileURL/mrdoc_40979.htm/$FILE/Edith%20Cowan%20University%20Act%201984%20-%20%5B05-a0-03%5D.html?OpenElement)
2. Edith Cowan University Student Guild Constitution  
<https://ecuguild.org.au/wp-content/uploads/2020/08/ECU-Guild-Constitution.pdf>

3. Edith Cowan University Statute Number 11  
[https://ecuguild.org.au/wp-content/uploads/2018/04/02\\_Statute\\_11-Student-Guild.pdf](https://ecuguild.org.au/wp-content/uploads/2018/04/02_Statute_11-Student-Guild.pdf)
4. Higher Education Support Act 2003  
<https://www.legislation.gov.au/Details/C2017C00261>
5. ECU Guild Strategic Plan 2020 – 2025  
[https://ecuguild.org.au/wp-content/uploads/2020/05/ECU-Guild-Strategic-Plan\\_web.pdf](https://ecuguild.org.au/wp-content/uploads/2020/05/ECU-Guild-Strategic-Plan_web.pdf)
6. ECU Guild Website  
<https://www.ecuguild.org.au>



## DUTY STATEMENT

**Organisation:** Edith Cowan University (ECU) Student Guild

**Work Area:** Guild Senate

**Position Title:** President

### 1. Purpose of Position

To provide best practice representative support to the Guild and its members to further their interests in accordance with the Constitution, Rules and Policies to the University, external bodies and the wider community.

### 2. Roles and Responsibilities

- 40 hours Guild work minimum per fortnight without restriction or impediment with at least 75% of those hours being conducted at the Guild Offices between the hours of 8am to 4pm at Joondalup and Mount Lawley.
- Support for Mount Lawley Campus Guild Offices and South West (Bunbury) Offices as required/available.
- Chair of the Senate - hold regular meetings to coordinate the efforts of the Senators and ensure the day to day issues of the Guild are addressed either directly or through directing the Operations Manager, as well as ensure strategic matters are implemented organisation-wide.
- Be available during normal academic hours and/or after hours to ensure compliance with Senate and Secretariat meeting attendance.
- Represent the Guild/the entire student body on relevant University Bodies and Guild Bodies, including the SSAF Steering Committee, Academic Board, the Student Appeals Committee, the Sports & Fitness Centre Committee etc.
- Coordinate/nominate other Senators/Members to University Bodies where required.
- Obtain feedback from students on Guild services and amenities to provide continual improvement.
- Obtain feedback from students on University services and amenities to provide continual improvement.
- Oversee all issues of the student community and regularly report to the Senate (and liaise with the relevant Office Bearers and their respective demographics).
- Advocate on behalf of students to resolve systemic issues they are experiencing, and further their interests.
- Liaise with Operations Manager to ensure the Senate's needs are accommodated for and that the strategic direction of the Senate is implemented operationally.
- Regularly meet with the Operations Manager.
- Liaise with the National Union of Students (NUS) and represent ECU students and their interests to the national body, as well as other relevant entities as required.
- Make formal submissions to University Bodies and State and Federal Parliamentary bodies on matters affecting the Guild and its Members.
- Lobby various decision makers, including those within State and Federal Parliamentary bodies, on matters affecting the Guild and its Members.
- Formally issue Media Releases where applicable, appropriate and required on matters as they arise to bring student and community attention to current issues.
- Act as chief spokesperson of the organisation to all media entities.
- Additional portfolio(s) of work as directed by the Senate.

- **DYNAMIC OBLIGATIONS:** Liaise with the other Student Guilds in WA and across the country for national issues that arise, support the General Secretary in seeking opportunities for Guild commercialisation through business opportunities, grant/sponsorship opportunities etc. to diversify revenue. Essentially manage the working relationships within the Senate, and those the Senate has with other entities.

### **3. Reporting Relationships**

Guild Senate

### **4. Stakeholder Interaction**

- Guild Secretariat
- Guild Senate
- Other University Student Guilds
- ECU Schools
- ECU Departments
- Other Universities
- External Service Providers
- External Representative Bodies

### **5. Position - Organisational Dimensions**

The ECU Student Guild is an incorporated body tasked with providing innovative and relevant higher education support services and advocacy for ECU students. An elected senate team, supported by an operational staff, plans and delivers services defined under the categories set out in the annual Student Services and Amenities Fee (SSAF) deed. Guild Operations is tasked with continuous process improvement to ensure strong and sustainable best practices are in place to provide a governance compliant administrative foundation for the Senate to operate under and shall include comprehensive transitional training measures to meet audit conformance.

For more information see: [www.ecuguild.org.au](http://www.ecuguild.org.au) (<http://www.ecuguild.org.au>)

### **6. ECU Guild Values**

Uphold and champion the promotion and adherence to the Students Guilds core business values of:

- Student Centred
- Diversity
- Integrity
- Team work
- Fun

### **7. Acknowledgement**

The details contained in this document are an accurate statement of the key duties, responsibilities, accountabilities and specific work related requirements of the position, which may be amended by the Senate from time to time.



# DUTY STATEMENT

**Organisation:** Edith Cowan University (ECU) Student Guild

**Work Area:** Guild Senate

**Position Title:** General Secretary

## 1. Purpose of Position

To provide best practice representative support to the Guild and its members to further their interests in accordance with the Constitution, Rules and Policies to the University, external bodies and the wider community..

## 2. Roles and Responsibilities

- 40 hours Guild work minimum per fortnight without restriction or impediment with at least 75% of those hours being conducted at the Guild Offices between the hours of 8am to 4pm at Joondalup and Mount Lawley.
- Support for Mount Lawley Campus Guild Offices as required/available.
- Chair Secretariat meetings - hold number of meetings as defined in the Constitution to coordinate the efforts of Secretariat members and ensure the day to day governance issues of the Guild are addressed through consultation with the President and the Operations Manager.
- Be available during normal academic hours and/or after hours to ensure compliance with Senate and Secretariat meeting attendance.
- Act as the Executive Officer for all Guild Bodies (or liaise with the respective Guild Body Chairperson to source a designated person to fill in as Executive Officer).
- Ultimately responsible for the minutes and other records of all Guild Body meeting.
- Coordinate and recruit all Members for all Guild Committees established by the Constitution and interim ones established by the Senate.
- Represent the Guild on relevant University Bodies and Guild Bodies.
- Obtain feedback from Senators on Guild administrative processes to provide continual improvement.
- Obtain feedback from Senators on University administrative processes to provide continual improvement.
- Oversee the Secretariat and regularly report to the Senate on executive matters.
- Monitor the Guild's annual Budget.
- Attend various operational management meetings as required.
- Additional portfolio(s) of work as directed by the Senate.
- DYNAMIC OBLIGATIONS: Seek opportunities for Guild commercialisation through business opportunities, grant/sponsorship opportunities etc. to diversify revenue; and spearhead the efforts with relevant Guild Employees to formalise a Policy framework. Essentially manage the business and administration of the Senate.

## 3. Reporting Relationships

Guild Senate

## 4. Stakeholder Interaction

- Guild Secretariat
- Guild Senate
- Other University Student Guilds
- ECU Schools
- ECU Departments
- Other Universities
- External Service Providers
- External Representative Bodies

## **5. Position - Organisational Dimensions**

The ECU Student Guild is an incorporated body tasked with providing innovative and relevant higher education support services and advocacy for ECU students. An elected senate team, supported by an Operational staff, plans and delivers services defined under the categories set out in the annual Student Services and Amenities Fee (SSAF) deed. Guild Operations is tasked with continuous process improvement to ensure strong and sustainable best practices are in place to provide a governance compliant administrative foundation for the Senate to operate under and shall include comprehensive transitional training measures to meet audit conformance.

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# DUTY STATEMENT

**Organisation:** Edith Cowan University (ECU) Student Guild

**Work Area:** Guild Senate

**Position Title:** Vice President (Academic)

## 1. Purpose of Position

To provide best practice representative support to the Guild and its members to further their interests in accordance with the Constitution, Rules and Policies to the University, external bodies and the wider community.

## 2. Roles and Responsibilities

- 40 hours Guild work minimum per fortnight without restriction or impediment with at least 75% of those hours being conducted at the Guild Offices between the hours of 8am to 4pm at Joondalup and Mount Lawley.
- Support for Mount Lawley Campus Guild Offices as required/available.
- Chair the Undergraduate Studies Department (USD) - hold regular meetings to organise USD activities and affairs and continually recruit students.
- Inform the General Secretary of the USD meetings schedule no later than 1 February in each year.
- Be available during normal academic hours and/or after hours to ensure compliance with Senate and Secretariat meeting attendance.
- Coordinate and manage the affiliation processes and funding for the nominated school societies (clubs) including the appointment of undergraduate representatives for each of the 8 Schools Teaching & Learning Committees.
- Represent undergraduate students on relevant University Bodies and Guild Bodies, including the Curriculum Teaching & Learning Committee, the Academic Services Committee and Academic Board and any other committee as directed by the Senate.
- Obtain feedback from undergraduate students on Guild services and amenities to provide continual improvement.
- Obtain feedback from undergraduate students on University services and amenities to provide continual improvement.
- Oversee all academic issues regarding undergraduate students; as well as postgraduate and international student communities through liaison with the Postgraduate and International Officers, and report regularly to the Senate.
- Liaise with the Guild Student Assist (GSA) Team to ensure issues undergraduate students are experiencing are addressed at a one on one level (GSA), and a University wide level following consultation with GSAs.
- Advocate on behalf of undergraduate students to resolve systemic issues they are experiencing within ECU, and further their interests.
- Monitor the Undergraduate Studies Department Budget.
- Additional portfolio(s) of work as directed by the Senate.
- DYNAMIC OBLIGATIONS: Coordinate and support academic clubs, spearhead the efforts to provide academic events on campus such as Conference Week, professional development sessions etc. and facilitate access to the Club Space on the Joondalup Campus

### **3. Reporting Relationships**

Guild Senate

### **4. Stakeholder Interaction**

- Guild Secretariat
- Guild Senate
- Other University Student Guilds
- ECU Schools
- ECU Departments
- Other Universities
- External Service Providers
- External Representative Bodies

### **5. Position - Organisational Dimensions**

The ECU Student Guild is an incorporated body tasked with providing innovative and relevant higher education support services and advocacy for ECU students. An elected senate team, supported by an operational staff, plans and delivers services defined under the categories set out in the annual Student Services and Amenities Fee (SSAF) deed. Guild Operations is tasked with continuous process improvement to ensure strong and sustainable best practices are in place to provide a governance compliant administrative foundation for the Senate to operate under and shall include comprehensive transitional training measures to meet audit conformance.

For more information see: [www.ecuguild.org.au](http://www.ecuguild.org.au) (<http://www.ecuguild.org.au>)

### **6. ECU Guild Values**

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- Integrity
- Team work
- Fun

### **7. Acknowledgement**

The details contained in this document are an accurate statement of the key duties, responsibilities, accountabilities and specific work related requirements of the position, which may be amended by the Senate from time to time.



# DUTY STATEMENT

**Organisation:** Edith Cowan University (ECU) Student Guild

**Work Area:** Guild Senate

**Position Title:** Vice President (Equity and Diversity)

## 1. Purpose of Position

To provide best practice representative support to the Guild and its members to further their interests in accordance with the Constitution, Rules and Policies to the University, external bodies and the wider community.

## 2. Roles and Responsibilities

- 40 hours Guild work minimum per fortnight without restriction or impediment with at least 75% of those hours being conducted at the Guild Offices between the hours of 8am to 4pm at Joondalup and Mount Lawley.
- Support for Mount Lawley Campus Guild Offices as required/available.
- Chair the Equity & Diversity Department (EDD) - hold regular meetings to organise EDD activities and affairs, continually recruit students, coordinate relevant representation on relevant committees where specific representation is required e.g. the Aboriginal & Torres Strait Islander Officer attends ECU's Reconciliation Action Plan meetings, the Disabilities Officer is consulted for policies/matters to do with issues affecting students with disabilities etc.
- Inform the General Secretary of the EDD meetings schedule no later than 1 February in each year.
- Be available during normal academic hours and/or after hours to ensure compliance with Senate and Secretariat meeting attendance.
- Represent equity & diversity students on relevant University Bodies and Guild Bodies, including the Equity Committee and any other bodies as directed by the Senate.
- Obtain feedback from equity & diversity students on Guild services and amenities to provide continual improvement.
- Obtain feedback from equity & diversity students on University services and amenities to provide continual improvement.
- Oversee all equity & diversity issues of the student community and regularly report to the Senate (especially through liaising with the seven collectives within the Department).
- Liaise with Guild Student Assist Team (GSA) to ensure issues equity & diversity students are experiencing are addressed at both a one on one level (GSA), and a University wide level after consultation with GSA's.
- Advocate on behalf of equity & diversity students to resolve systemic issues they are experiencing, and further their interests.
- Liaise with the respective national bodies for equity & diversity (e.g. Australian Queer Students Network, for Queer students with the Queer Officer etc.) to represent/coordinate representation for ECU students and their interests to the national body.
- Monitor the Equity & Diversity Department Budget.
- Additional portfolio(s) of work as directed by the Senate.
- DYNAMIC OBLIGATIONS: Coordinate and support equity clubs, spearhead the efforts to provide equity & diversity events on campus such as R U OK? Day, Pride etc. and facilitate access to the Equity Space on the Joondalup Campus.

### **3. Reporting Relationships**

Guild Senate

### **4. Stakeholder Interaction**

- Guild Secretariat
- Guild Senate
- Other University Student Guilds
- ECU Schools
- ECU Departments
- Other Universities
- External Service Providers
- External Representative Bodies

### **5. Position - Organisational Dimensions**

The ECU Student Guild is an incorporated body tasked with providing innovative and relevant higher education support services and advocacy for ECU students. An elected senate team, supported by an operational staff, plans and delivers services defined under the categories set out in the annual Student Services and Amenities Fee (SSAF) deed. Guild Operations is tasked with continuous process improvement to ensure strong and sustainable best practices are in place to provide a governance compliant administrative foundation for the Senate to operate under and shall include comprehensive transitional training measures to meet audit conformance.

For more information see: [www.ecuguild.org.au](http://www.ecuguild.org.au) (<http://www.ecuguild.org.au>)

### **6. ECU Guild Values**

Uphold and champion the promotion and adherence to the Students Guilds core business values of:

- Student Centred
- Diversity
- Integrity
- Team work
- Fun

### **7. Acknowledgement**

The details contained in this document are an accurate statement of the key duties, responsibilities, accountabilities and specific work related requirements of the position, which may be amended by the Senate from time to time.



# DUTY STATEMENT

**Organisation:** Edith Cowan University (ECU) Student Guild

**Work Area:** Guild Senate

**Position Title:** Vice President (Social Activity)

## 1. Purpose of Position

To provide best practice representative support to the Guild and its members to further their interests in accordance with the Constitution, Rules and Policies to the University, external bodies and the wider community.

## 2. Roles and Responsibilities

- 40 hours Guild work minimum per fortnight without restriction or impediment with at least 75% of those hours being conducted at the Guild Offices between the hours of 8am to 4pm at Joondalup and Mount Lawley.
- Support for Mount Lawley Campus Guild Offices as required/available.
- Chair the Social Council (SC) - hold regular meetings to organise SC activities and affairs, continually recruit students.
- Inform the General Secretary of the SC meetings schedule no later than 1 February in each year.
- Be available during normal academic hours and/or after hours to ensure compliance with Senate and Secretariat meeting attendance.
- Represent the social interests of students on relevant University Bodies and Guild Bodies and other bodies as directed by the Senate.
- Obtain feedback from students on Guild services and amenities with respect to social issues to provide continual improvement.
- Obtain feedback from students on University services and amenities with respect to social issues to provide continual improvement.
- Oversee all social issues of the student community and regularly report to the Senate.
- Liaise with the Activities Officer (AO) to ensure social issues students are experiencing are addressed.
- Advocate on behalf of students in general to resolve systemic social issues they are experiencing, and further their interests.
- Monitor the Social Council Budget.
- Additional portfolio(s) of work as directed by the Senate.
- DYNAMIC OBLIGATIONS: Coordinate and support social clubs, spearhead the efforts to provide social events on campus such as the Ball, tavern events, etc. and also work with the ECU Amateur Sports Club, the ECU Jets for the sporting side of things.

## 3. Reporting Relationships

Guild Senate

## 4. Stakeholder Interaction

- Guild Secretariat
- Guild Senate
- Other University Student Guilds
- ECU Schools
- ECU Departments
- Other Universities
- External Service Providers
- External Representative Bodies

## **5. Position - Organisational Dimensions**

The ECU Student Guild is an incorporated body tasked with providing innovative and relevant higher education support services and advocacy for ECU students. An elected senate team, supported by an operational staff, plans and delivers services defined under the categories set out in the annual Student Services and Amenities Fee (SSAF) deed. Guild Operations is tasked with continuous process improvement to ensure strong and sustainable best practices are in place to provide a governance compliant administrative foundation for the Senate to operate under and shall include comprehensive transitional training measures to meet audit conformance.

For more information see: [www.ecuguild.org.au](http://www.ecuguild.org.au) (<http://www.ecuguild.org.au>)

## **6. ECU Guild Values**

Uphold and champion the promotion and adherence to the Students Guilds core business values of:

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- Integrity
- Team work
- Fun

## **7. Acknowledgement**

The details contained in this document are an accurate statement of the key duties, responsibilities, accountabilities and specific work related requirements of the position, which may be amended by the Senate from time to time.



# DUTY STATEMENT

**Organisation:** Edith Cowan University (ECU) Student Guild

**Work Area:** Guild Senate

**Position Title:** First Nations Officer

## 1. Purpose of Position

To provide best practice representative support to the Guild and its members to further their interests in accordance with the Constitution, Rules and Policies to the University, external bodies and the wider community.

## 2. Roles and Responsibilities

- 8 Hours Guild work minimum per fortnight without restriction or impediment with at least 75% of those hours being conducted at the Guild Offices between the hours of 8am to 4pm at Joondalup and Mount Lawley.
- Support for Mount Lawley Campus Guild Offices as required/available.
- Chair the First Nations Council (FNC) - hold regular meetings to organise First Nations activities and affairs, continually recruit students, support First Nations focussed clubs etc.
- Inform the General Secretary of the FNC meetings schedule no later than 1 February in each year.
- Be available during normal academic hours and/or after hours to ensure compliance with Senate meeting attendance.
- Represent Aboriginal and Torres Strait Island students on relevant University Bodies and Guild Bodies.
- Obtain feedback from Aboriginal and Torres Strait Island students on Guild services and amenities to provide continual improvement.
- Obtain feedback from Aboriginal and Torres Strait Island students on University services and amenities to provide continual improvement.
- Oversee all academic issues of the Aboriginal and Torres Strait Island student community and regularly report to the VP Academic and the Senate.
- Liaise with Guild Student Assist Team to ensure issues Aboriginal and Torres Strait Island students are experiencing are addressed at a one on one level (GSA), and a University wide level in consultation with GSA's.
- Advocate on behalf of Aboriginal and Torres Strait Island students to resolve systemic issues they are experiencing, and further their interests.
- Liaise with the Kurongkurl Katitjin and represent Aboriginal and Torres Strait Island student, and their interests.
- Monitor the First Nations Council Budget.
- Additional portfolio(s) of work as directed by the Senate.
- DYNAMIC OBLIGATIONS: Aboriginal and Torres Strait Island events and activities.

## 3. Reporting Relationships

Guild Senate

## 4. Stakeholder Interaction

- Guild Secretariat

- Guild Senate
- Other University Student Guilds
- ECU Schools
- ECU Departments
- Other Universities
- External Service Providers
- External Representative Bodies

## **5. Position - Organisational Dimensions**

The ECU Student Guild is an incorporated body tasked with providing innovative and relevant higher education support services and advocacy for ECU students. An elected senate team, supported by an operational staff, plans and delivers services defined under the categories set out in the annual Student Services and Amenities Fee (SSAF) deed. Guild Operations is tasked with continuous process improvement to ensure strong and sustainable best practices are in place to provide a governance compliant administrative foundation for the Senate to operate under and shall include comprehensive transitional training measures to meet audit conformance.

For more information see: [www.ecuguild.org.au](http://www.ecuguild.org.au) (<http://www.ecuguild.org.au>)

## **6. ECU Guild Values**

Uphold and champion the promotion and adherence to the Students Guilds core business values of:

- Student Centred
- Diversity
- Integrity
- Team work
- Fun

## **7. Acknowledgement**

The details contained in this document are an accurate statement of the key duties, responsibilities, accountabilities and specific work related requirements of the position, which may be amended by the Senate from time to time.



# DUTY STATEMENT

**Organisation:** Edith Cowan University (ECU) Student Guild

**Work Area:** Guild Senate

**Position Title:** International Officer

## 1. Purpose of Position

To provide best practice representative support to the Guild and its members to further their interests in accordance with the Constitution, Rules and Policies to the University, external bodies and the wider community.

## 2. Roles and Responsibilities

- 8 hours Guild work per fortnight without restriction or impediment with at least 75% of those hours being conducted at the Guild Offices at Joondalup and Mount Lawley.
- Support for Mount Lawley Campus Guild Offices as required/available.
- Chair the International Students' Council (ISC) - hold regular meetings to organise SWSC activities and affairs, continually recruit students, support international focussed clubs etc.
- Inform the General Secretary of the ISC meetings schedule no later than 1 February in each year.
- Be available during normal academic hours and/or after hours to ensure compliance with Senate meeting attendance.
- Represent international students on relevant University Bodies and Guild Bodies.
- Obtain feedback from international students on Guild services and amenities to provide continual improvement.
- Obtain feedback from international students on University services and amenities to provide continual improvement.
- Oversee all academic issues of the international student community and regularly report to the VP Academic and the Senate.
- Liaise with Guild Student Assist Team to ensure issues international students are experiencing are addressed at a one on one level (GSA), and a University wide level in consultation with GSA's.
- Advocate on behalf of international students to resolve systemic issues they are experiencing, and further their interests.
- Liaise with the Council of International Students Australia (CISA) and represent ECU students, and their interests, to their national body.
- Monitor the International Students' Council Budget.
- Additional portfolio(s) of work as directed by the Senate.
- DYNAMIC OBLIGATIONS: International Food Festival.

## 3. Reporting Relationships

Guild Senate

## 4. Stakeholder Interaction

- Guild Secretariat
- Guild Senate

- Other University Student Guilds
- ECU Schools
- ECU Departments
- Other Universities
- External Service Providers
- External Representative Bodies

## **5. Position - Organisational Dimensions**

The ECU Student Guild is an incorporated body tasked with providing innovative and relevant higher education support services and advocacy for ECU students. An elected senate team, supported by an operational staff, plans and delivers services defined under the categories set out in the annual Student Services and Amenities Fee (SSAF) deed. Guild Operations is tasked with continuous process improvement to ensure strong and sustainable best practices are in place to provide a governance compliant administrative foundation for the Senate to operate under and shall include comprehensive transitional training measures to meet audit conformance.

For more information see: [www.ecuguild.org.au](http://www.ecuguild.org.au) (<http://www.ecuguild.org.au>)

## **6. ECU Guild Values**

Uphold and champion the promotion and adherence to the Students Guilds core business values of:

- Student Centred
- Diversity
- Integrity
- Team work
- Fun

## **7. Acknowledgement**

The details contained in this document are an accurate statement of the key duties, responsibilities, accountabilities and specific work related requirements of the position, which may be amended by the Senate from time to time.



# DUTY STATEMENT

**Organisation:** Edith Cowan University (ECU) Student Guild

**Work Area:** Guild Senate

**Position Title:** Environmental & Sustainability Officer

## 1. Purpose of Position

To provide best practice representative support to the Guild and its members to further their interests in accordance with the Constitution, Rules and Policies to the University, external bodies and the wider community.

## 2. Roles and Responsibilities

- 8 hours Guild work minimum per fortnight without restriction or impediment with at least 75% of those hours being conducted at the Guild Offices between the hours of 8am to 4pm at Joondalup and Mount Lawley.
- Support for Mount Lawley Campus Guild Offices as required/available.
- Chair the Environmental Sustainability Department (ESD) - hold regular meetings to organise ESD activities and affairs, continually recruit students etc.
- Inform the General Secretary of the ESD meetings schedule no later than 1 February in each year.
- Be available during normal academic hours and/or after hours to ensure compliance with Senate meeting attendance.
- Represent environmental sustainability concerns on relevant University Bodies and Guild Bodies as directed by the Senate.
- Obtain feedback from students on Guild services and amenities with respect to environmental sustainability concerns, to provide continual improvement.
- Obtain feedback from students on University services and amenities with respect to environmental sustainability concerns, to provide continual improvement.
- Oversee all environmental sustainability issues of the entire student community and regularly report to the Senate.
- Liaise with relevant Guild Office Bearers and Guild Employees to ensure environmental sustainability issues addressed in both the Guild and the wider University.
- Advocate on behalf of students with environmental sustainability concerns to resolve systemic issues they are experiencing/noticing, and further their interests.
- Liaise with the relevant bodies such as the Australian Student Environment Network (ASEN) and represent ECU students and their interests to their national body.
- Monitor the Environmental Sustainability Department Budget.
- Additional portfolio(s) of work as directed by the Senate.
- DYNAMIC OBLIGATIONS: Maintain the Student Garden at the JO campus by B10 with a collective of volunteers.

## 3. Reporting Relationships

Guild President

## 4. Stakeholder Interaction

- Guild Secretariat

- Guild Senate
- Other University Student Guilds
- ECU Schools
- ECU Departments
- Other Universities
- External Service Providers
- External Representative Bodies

## **5. Position - Organisational Dimensions**

The ECU Student Guild is an incorporated body tasked with providing innovative and relevant higher education support services and advocacy for ECU students. An elected senate team, supported by an operational staff, plans and delivers services defined under the categories set out in the annual Student Services and Amenities Fee (SSAF) deed. Guild Operations is tasked with continuous process improvement to ensure strong and sustainable best practices are in place to provide a governance compliant administrative foundation for the Senate to operate under and shall include comprehensive transitional training measures to meet audit conformance.

For more information see: [www.ecuguild.org.au](http://www.ecuguild.org.au) (<http://www.ecuguild.org.au>)

## **6. ECU Guild Values**

Uphold and champion the promotion and adherence to the Students Guilds core business values of the Guild:

- Student Centred
- Team work
- Diversity
- Integrity
- Fun

## **7. Acknowledgement**

The details contained in this document are an accurate statement of the key duties, responsibilities, accountabilities and specific work related requirements of the position, which may be amended by the Senate from time to time.



# DUTY STATEMENT

**Organisation:** Edith Cowan University (ECU) Student Guild

**Work Area:** Guild Senate

**Position Title:** Post Graduate Officer

## 1. Purpose of Position

To provide best practice representative support to the Guild and its members to further their interests in accordance with the Constitution, Rules and Policies to the University, external bodies and the wider community.

## 2. Roles and Responsibilities

- 30 hours Guild work minimum per fortnight without restriction or impediment with at least 75% of those hours being conducted at the Guild offices between the hours of 8am to 4pm at Joondalup and Mount Lawley.
- Support for Mount Lawley Campus Guild offices as required/available.
- Chair the Postgraduate Studies Department (PSD) - hold regular meetings to organise PSD activities and affairs, continually recruit students, coordinate postgraduate representation on each of the 8 Schools' Research Committees.
- Inform the General Secretary of the PSD meetings schedule no later than 1 February in each year.
- Be available during normal academic hours and/or after hours to ensure compliance with Senate and Secretariat meeting attendance.
- Represent postgraduate students (both by coursework and research) on relevant University Bodies and Guild Bodies, including the SSAF Steering Committee, the Research by Higher Degrees Committee and Academic Board and any other bodies as directed by the Senate.
- Obtain feedback from postgraduate students on Guild services and amenities to provide continual improvement.
- Obtain feedback from postgraduate students on University services and amenities to provide continual improvement.
- Oversee all academic issues of the postgraduate student community and regularly report to the VP Academic and the Senate.
- Liaise with Guild Student Assist Team to ensure issues postgraduate students are experiencing are addressed at a one on one level (GSA), and a University wide level in consultation with GSAs.
- Advocate on behalf of postgraduate students to resolve systemic issues they are experiencing, and further their interests.
- Liaise with the Council of Australian Postgraduate Associations (CAPA) and represent ECU students, and their interests, to their national body.
- Monitor the Postgraduate Studies Department Budget.
- Additional portfolio(s) of work as directed by the Senate.

## 3. Reporting Relationships

Guild Senate

#### **4. Stakeholder Interaction**

- Guild Secretariat
- Guild Senate
- Other University Student Guilds
- ECU Schools
- ECU Departments
- Other Universities
- External Service Providers
- External Representative Bodies

#### **5. Position - Organisational Dimensions**

The ECU Student Guild is an incorporated body tasked with providing innovative and relevant higher education support services and advocacy for ECU students. An elected senate team, supported by an operational staff, plans and delivers services defined under the categories set out in the annual Student Services and Amenities Fee (SSAF) deed. Guild Operations is tasked with continuous process improvement to ensure strong and sustainable best practices are in place to provide a governance compliant administrative foundation for the Senate to operate under and shall include comprehensive transitional training measures to meet audit conformance.

For more information see: [www.ecuguild.org.au](http://www.ecuguild.org.au) (<http://www.ecuguild.org.au>)

#### **6. ECU Guild Values**

Uphold and champion the promotion and adherence to the Students Guilds core business values of:

- Student Centred
- Diversity
- Integrity
- Team work
- Fun

#### **7. Acknowledgement**

The details contained in this document are an accurate statement of the key duties, responsibilities, accountabilities and specific work related requirements of the position, which may be amended by the Senate from time to time.



# DUTY STATEMENT

**Organisation:** Edith Cowan University (ECU) Student Guild

**Work Area:** Guild Senate

**Position Title:** South West Officer

## 1. Purpose of Position

To provide best practice representative support to the Guild and its members to further their interests in accordance with the Constitution, Rules and Policies to the University, external bodies and the wider community.

## 2. Roles and Responsibilities

- 8 hours Guild work minimum per fortnight without restriction or impediment with at least 75% of those hours being conducted at the Guild Offices between the hours of 8am to 4pm on the South West (Bunbury) Campus.
- Chair the South West Students' Council (SWSC) – hold regular meetings to organise SWSC activities and affairs, continually recruit students etc.
- Be available during normal academic hours and/or after hours to ensure compliance with Senate and Secretariat meeting attendance.
- Inform the General Secretary of the SWSC meetings schedule no later than 1 February in each year.
- Operate as a sub-senate for the South West Campus.
- Represent South West Campus students on relevant University and Guild Bodies.
- Obtain feedback from South West students on Guild services and amenities to provide continual improvement.
- Obtain feedback from South West students on University services and amenities to provide continual improvement.
- Oversee all academic, social and equity issues of the South West Campus and regularly report to the senate.
- Liaise with the South West Coordinator (who is also a member of the Guild Student Assist Team) to ensure issues South West students are experiencing are addressed at a one on one level (GSA), and a University wide level in consultation with the South West Coordinator.
- Advocate on behalf of undergraduate, postgraduate and international student bodies in the South West to resolve systemic issues they are experiencing, and further their interests.
- Plan and implement all social activities and events in conjunction with the South West Coordinator.
- Strive to develop a club culture / presence in the South West.
- Monitor the South West Students' Council Budget.
- Additional portfolio(s) of work as directed by the Senate.

## 3. Reporting Relationships

Guild Senate

#### **4. Stakeholder Interaction**

- Guild Secretariat
- Guild Senate
- Other University Student Guilds
- ECU Schools
- ECU Departments
- Other Universities
- External Service Providers
- External Representative Bodies

#### **5. Position - Organisational Dimensions**

The ECU Student Guild is an incorporated body tasked with providing innovative and relevant higher education support services and advocacy for ECU students. An elected senate team, supported by an operational staff, plans and delivers services defined under the categories set out in the annual Student Services and Amenities Fee (SSAF) deed. Guild Operations is tasked with continuous process improvement to ensure strong and sustainable best practices are in place to provide a governance compliant administrative foundation for the Senate to operate under and shall include comprehensive transitional training measures to meet audit conformance.

For more information see: [www.ecuguild.org.au](http://www.ecuguild.org.au) (<http://www.ecuguild.org.au>)

#### **6. ECU Guild Values**

Uphold and champion the promotion and adherence to the Students Guilds core business values of:

- Student Centred
- Diversity
- Integrity
- Team work
- Fun

#### **7. Acknowledgement**

The details contained in this document are an accurate statement of the key duties, responsibilities, accountabilities and specific work related requirements of the position, which may be amended by the Senate from time to time.



# DUTY STATEMENT

**Organisation:** Edith Cowan University (ECU) Student Guild

**Work Area:** Guild Senate

**Position Title:** General Senator

## 1. Purpose of Position

To provide best practice representative support to the Guild and its members to further their interests in accordance with the Constitution, Rules and Policies to the University, external bodies and the wider community.

## 2. Roles and Responsibilities

- 8 Hours Guild work minimum per fortnight without restriction or impediment with at least 75% of those hours being conducted at the Guild Offices between the hours of 8am to 4pm at Joondalup and Mount Lawley.
- Support for Mount Lawley Campus Guild Offices as required/available.
- In consultation with the President and General Secretary, you will develop and submit a portfolio(s)/project(s) of work defining what you will undertake during your term in Senate. This must be submitted to the General Secretary no later than 1st February in each year.
- Additional portfolio(s) of work as directed by the Senate.
- Provide assistance at events and activities conducted by the Guild as directed by the President.
- Contribute to advocating on behalf of the whole student body to resolve any issues that may arise that affects them.
- Be available during normal academic hours and/or after hours to ensure compliance with Senate and Secretariat meeting attendance.

## 3. Reporting Relationships

Guild Senate

## 4. Stakeholder Interaction

- Guild Secretariat
- Guild Senate
- Other University Student Guilds
- ECU Schools
- ECU Departments
- Other Universities
- External Service Providers
- External Representative Bodies

## 5. Position - Organisational Dimensions

The ECU Student Guild is an incorporated body tasked with providing innovative and relevant higher education support services and advocacy for ECU students. An elected senate team, supported by an operational staff, plans and delivers services defined under the categories set out in the annual Student Services and Amenities Fee (SSAF) deed. Guild Operations is tasked with continuous process improvement to ensure strong and sustainable best practices are in place to provide a governance compliant administrative foundation for the Senate to operate under and shall include comprehensive transitional training measures to meet audit conformance.

For more information see: [www.ecuguild.org.au](http://www.ecuguild.org.au) (<http://www.ecuguild.org.au>)

## **6. ECU Guild Values**

Uphold and champion the promotion and adherence to the Students Guilds core business values of:

- Student Centred
- Diversity
- Integrity
- Team work
- Fun

## **7. Acknowledgement**

The details contained in this document are an accurate statement of the key duties, responsibilities, accountabilities and specific work related requirements of the position, which may be amended by the Senate from time to time.



# DUTY STATEMENT

**Organisation:** Edith Cowan University (ECU) Student Guild

**Work Area:** Guild Senate

**Position Title:** General Senator (South West)

## 1. Purpose of Position

To provide best practice representative support to the Guild and its members to further their interests in accordance with the Constitution, Rules and Policies to the University, external bodies and the wider community.

## 2. Roles and Responsibilities

- 8 Hours Guild work minimum per fortnight without restriction or impediment with at least 75% of those hours being conducted at the Guild Offices between the hours of 8am to 4pm predominantly at the South West Campus..
- In consultation with the President and General Secretary, you will develop and submit a portfolio(s)/project(s) of work defining what you will undertake during your term in Senate. This must be submitted to the General Secretary no later than 1st February in each year.
- Additional portfolio(s) of work as directed by the Senate.
- Provide assistance at events and activities conducted by the Guild as directed by the President.
- Contribute to advocating on behalf of the whole student body to resolve any issues that may arise that affects them.
- Be available during normal academic hours and/or after hours to ensure compliance with Senate and Secretariat meeting attendance.

## 3. Reporting Relationships

Guild Senate

## 4. Stakeholder Interaction

- Guild Secretariat
- Guild Senate
- Other University Student Guilds
- ECU Schools
- ECU Departments
- Other Universities
- External Service Providers
- External Representative Bodies

## 5. Position - Organisational Dimensions

The ECU Student Guild is an incorporated body tasked with providing innovative and relevant higher education support services and advocacy for ECU students. An elected senate team, supported by an operational staff, plans and delivers services defined under the categories set out in the annual Student Services and Amenities Fee (SSAF) deed. Guild Operations is tasked with continuous process improvement to ensure strong and sustainable best practices are in place to provide a governance compliant administrative foundation for the Senate to operate under and shall include comprehensive transitional training measures to meet audit conformance.

For more information see: [www.ecuguild.org.au](http://www.ecuguild.org.au) (<http://www.ecuguild.org.au>)

## **6. ECU Guild Values**

Uphold and champion the promotion and adherence to the Students Guilds core business values of:

- Student Centred
- Diversity
- Integrity
- Team work
- Fun

## **7. Acknowledgement**

The details contained in this document are an accurate statement of the key duties, responsibilities, accountabilities and specific work related requirements of the position, which may be amended by the Senate from time to time.



# ECU Student Guild

## UNDERGRADUATE STUDIES DEPARTMENT

### POLICY

<b>POLICY TYPE</b>	Senate
<b>POLICY SUBTYPE</b>	Academic Department
<b>POLICY TITLE</b>	<b>Undergraduate Studies Department</b>
<b>POLICY OWNER</b>	Vice President - Academic

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## 1. INTENT

- 1.1. The purpose of this policy and its supporting procedures is to regulate how the Department is managed within the Guild's governance framework.

## 2. ORGANISATIONAL SCOPE

- 2.1. This policy applies to all School Representatives and Guild Senate.

## 3. DEFINITIONS

- 3.1. The singular includes the plural and vice-versa.
- 3.2. Words importing a gender include any other gender.
- 3.3. A reference to:
  - 3.3.1. A person includes a corporation and government or statutory body or authority;
  - 3.3.2. A person includes the legal personal representatives, successors, and permitted assigns of that person; and
  - 3.3.3. A statute, ordinance, code or other law includes regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them by any legislative authority.
- 3.4. The word "including" and similar expressions are not words of limitation.
- 3.5. The word "under" includes by and by virtue of; as well as, pursuant to and in accordance with.
- 3.6. **CIDC** means the Continuous Improvement and Development Committee.
- 3.7. **The Guild** means Edith Cowan University Student Guild.
- 3.8. **Senate** means the duly elected student representatives of the Guild.

## 4. OVERVIEW

- 4.1. All Guild policies are approved, amended or repealed by the Senate in accordance with the Guild's Policy Framework and compliance with relevant governance instruments, following consultation with CIDC.
- 4.2. The Guild shall maintain a policy manual of all current policies in a manner which is easily accessible to members, Senate, staff and other stakeholders where appropriate.
- 4.3. All Guild policies will be reviewed annually.

## **5. POLICY**

### **5.1. Department Title**

5.1.1. The Title of the Department shall be the “Undergraduate Studies Department” which may be referred to as “USD”

### **5.2. Membership**

5.2.1. The Department’s membership shall be all General Members and Financial Members of the ECU Student Guild enrolled in an undergraduate course at Edith Cowan University.

5.2.2. The Department’s governing body shall consist of General Members and Financial Members enrolled in an undergraduate course at Edith Cowan University, and shall comprise:

5.2.2.1. Department Chairperson – Vice President (Academic) of the ECU Student Guild;

5.2.2.2. Deputy Chairperson of the USD – General Secretary of the ECU Student Guild;

5.2.2.3. School of Arts & Humanities representative;

5.2.2.4. School of Medical & Health sciences representative;

5.2.2.5. School of Education representative;

5.2.2.6. School of Science representative;

5.2.2.7. School of Business & Law representative;

5.2.2.8. School of Engineering representative

5.2.2.9. School of Nursing & Midwifery representative Joondalup Campus;

5.2.2.10. School of Nursing & Midwifery representative Bunbury Campus;

5.2.2.11. Western Australian Academy of Performing Arts (WAAPA) representative.

### **5.2.3. Role of the Chairperson**

5.2.3.1. The Department Chairperson shall:

5.2.3.1.1. Appoint a member to the Teaching & Learning (T&L) Committee of each school, known as an “School representative”;

5.2.3.1.2. Chair meetings of the Undergraduate Studies Department;

5.2.3.1.3. Create and maintain the Annual Department Proposal;

5.2.3.1.4. Create and maintain the Department Budget;

- 5.2.3.1.5. Provide support to Academic Societies, as defined in the Register of Affiliates and the Affiliation Policy; and
- 5.2.3.1.6. Act on behalf of the department as a whole, in a manner compliant with the Accountabilities and Responsibilities as outlined in clause 5.3.

#### **5.2.4.Role of the Deputy Chairperson**

- 5.2.4.1. The Deputy Chairperson of the USD shall:
  - 5.2.4.1.1. Act as Chairperson in the absence of the Vice President (Academic); and
  - 5.2.4.1.2. Record meeting minutes.

#### **5.2.5.Role of the Student Representative**

- 5.2.5.1. The Student Representative shall:
  - 5.2.5.1.1. Abide by all requirements as outlined in the School Representative Duty Statement; and
  - 5.2.5.1.2. Abide by all relevant governance and policy documents as required.

### **5.3. Recruitment & Selection of School Representatives**

- 5.3.1.Vice President (Academic) is responsible for the selection of school representatives.
- 5.3.2.Students must be a current, enrolled student at Edith Cowan University and an ECU Guild member to be considered for the School Representative Role.
- 5.3.3.If the current school representative wants to continue their role for the following year they are required to submit a request for continuation by email to the [Vpacademic@ecuguild.org.au](mailto:Vpacademic@ecuguild.org.au) before 31 December.

### **5.4. Removal of a School Representative**

- 5.4.1.Any School Representative wishing to vacate their role must contact the Vice President (Academic) providing two week's notice of vacation.
- 5.4.2.If a School Representative does not attend two consecutive meetings of the USD or SCTLTC without providing appropriate notice they will be immediately removed from their role.
- 5.4.3.The USD Chairperson has sole discretion as to allowing a student to continue in their role where removal has occurred under clause 5.4.3 if a reasonable explanation is provided.

### **5.5. Accountabilities and Responsibilities**

- 5.5.1.The Department shall:

- 5.5.1.1. Represent the Membership in all forums where undergraduate student participation is required or desirable;
- 5.5.1.2. Facilitate lines of formal communication between Edith Cowan University and undergraduate students;
- 5.5.1.3. Encourage a sense of community for undergraduate students;
- 5.5.1.4. Facilitate student involvement in changes pertaining to the provision of learning content;
- 5.5.1.5. Campaign for improvement in the standard of services and facilities offered by Edith Cowan University to undergraduate students;
- 5.5.1.6. Campaign for high quality teaching and learning in courses offered by Edith Cowan University;
- 5.5.1.7. Monitor the **Department Budget** to ensure that funds are expended appropriately;
- 5.5.1.8. Maintain the Undergraduate Study Department's policy relevance and accuracy by proposing necessary changes to the ECU Student Guild Senate, via the Department Chairperson;
- 5.5.1.9. Be accountable and adhere to the **Undergraduate Study Department's Policy**, the **ECU Student Guild Constitution**, and other relevant regulations.

## 5.6. Powers

5.6.1. This department shall have the following powers conferred upon it by the Senate:

- 5.6.1.1. Expend funds within the **Department Budget** in accordance with the **Schedule of Delegation and Authority**;
- 5.6.1.2. Operate and administer events for the benefit of its membership and, where appropriate, its non-membership;
- 5.6.1.3. Recognise and provide grants to any Affiliated Body deemed an Academic Society, as per the Register of Affiliates. Make sure that the societies provide all necessary documentation before and after the events. The Vice president academic can refuse the grant and float top up if it is not according to the department and guild policies. The department does not allow any society to purchase alcohol from the department money;
- 5.6.1.4. Refer General or Financial members to the Discipline Committee, as necessary. The Vice President Academic can replace school representative on the bases of performance;
- 5.6.1.5. Do all other things as are incidental or conducive to the attainment of those things outlined in Clause 5.3 and Clause 5.4.

## 5.7. Meetings and Appointment Provisions

- 5.7.1. Meetings of the Department shall be held as regularly as the Department Chairperson deems fit;
- 5.7.2. Meetings of the Department shall be convened and conducted in accordance with the **Standing Orders**;
- 5.7.3. The Department Chairperson shall hold a deliberative vote and a casting vote;
- 5.7.4. If present, and unless acting as Chairperson, the Deputy Chairperson shall not hold a vote;
- 5.7.5. All Officers shall hold one deliberative vote;
- 5.7.6. At a General Meeting of the Department, all members of the Undergraduate Studies Department shall be entitled to one vote;
- 5.7.7. All appointments shall be effective immediately and shall last until the end of the calendar year;
- 5.7.8. The governing body of the Undergraduate Studies Department may co-opt up to three (3) additional Officers – by resolution passed by a simple majority;
- 5.7.9. The Vice President (Academic) is responsible to select the school representative for all the schools and can change the representative on the basis of performance;
- 5.7.10. If any representative misses two school meeting in a row without informing the school and the VP academic. The Chair can remove the school representative from the role.

## 6. RELATED DOCUMENTS

- 6.1. ECU Guild of Students Constitution
- 6.2. ECU Guild Code of Conduct
- 6.3. ECU Guild Standing Orders
- 6.4. Undergraduate Studies Department Budget
- 6.5. Student Representative Duty Statement
- 6.6. Schedule of Delegation And Authority
- 6.7. Register of Affiliates
- 6.8. Basic Club Affiliation Policy
- 6.9. Funded Club Affiliation Policy

## 7. CONTACT INFORMATION

For queries relating to this document please contact:

<b>Policy Owner</b>	Vice President - Academic
<b>All Enquiries Contact</b>	Syed Shah
<b>Telephone</b>	08 6304 2640
<b>Email address</b>	vpacademic@ecuguild.org.au

## 8. APPROVAL HISTORY

<b>Policy Approved By</b>	Senate
<b>Date Policy First Approved</b>	22 November 2016
<b>Original Motion</b>	SM2008/17
<b>Revision History</b>	19 June 2017 25 Aug 2020
<b>Revised by</b>	Syed Shah – VP Academic
<b>Next Revision Date</b>	25 Aug 2021



# ECU Student Guild

## EQUITY AND DIVERSITY DEPARTMENT

### POLICY

<b>POLICY TYPE</b>	Senate
<b>POLICY SUBTYPE</b>	Equity Department
<b>POLICY TITLE</b>	<b>Equity and Diversity Department Policy</b>
<b>POLICY OWNER</b>	Vice President – Equity and Diversity

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## 1. INTENT

- 1.1. The purpose of this policy and its supporting procedures is to regulate how the Department is managed within the Guild's governance framework.

## 2. ORGANISATIONAL SCOPE

- 2.1. This Policy applies to all Equity Collective Committee Members and the Senate members

## 3. DEFINITIONS

- 3.1. The singular includes the plural and vice-versa.
- 3.2. A reference to:
- 3.2.1. A person includes a corporation and government or statutory body or authority;
  - 3.2.2. A person includes the legal personal representatives, successors, and permitted assigns of that person; and
  - 3.2.3. A statute, ordinance, code or other law includes regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them by any legislative authority.
- 3.3. The word "including" and similar expressions are not words of limitation.
- 3.4. The word "under" includes by and by virtue of; as well as, pursuant to and in accordance with.
- 3.5. **Aboriginal and Torres Strait Islander Identifying** refers to any individual who identifies to have Aboriginal and/or Torres Strait Islander ancestry.
- 3.6. **CIDC** means the Continuous Improvement and Development Committee.
- 3.7. **Disability** refers to any alteration in an individual's condition – which may affect any form of functioning for themselves, which requires management.
- 3.8. **Ethnocultural** means belonging to any ethnic group, which may or may not be marginalised.
- 3.9. **Female identifying** means any individual who identifies as a cis or a trans female.
- 3.10. **The Guild** means Edith Cowan University Student Guild.
- 3.11. **Mature Age Student** means any student who is 21 years old and over.
- 3.12. **Non-Binary** means a spectrum of gender identities which are not specifically masculine or feminine.

3.13. **Queer identifying** means any individual who falls within the sexual and gender minorities, who are not heterosexual or cisgender.

3.14. **Senate** means the duly elected student representatives of the Guild.

3.15. **The University** means Edith Cowan University.

3.16. **Wellbeing** refers to anything which surrounds an individual's overall mental and physical health.

#### 4. OVERVIEW

4.1. All Guild policies are approved, amended or repealed by the Senate in accordance with the Guild's Policy Framework and compliance with relevant governance instruments, following consultation with CIDC.

4.2. The Guild shall maintain a policy manual of all current policies in a manner which is easily accessible to members, Senate, staff and other stakeholders where appropriate.

4.3. All Guild policies will be reviewed annually.

#### 5. POLICY

5.1. The title of this Department shall be the **"Equity & Diversity Department"** and this may be abbreviated to **"EDD"** throughout any Guild documentation.

##### 5.2. Abbreviations

5.2.1. Women's Collective is abbreviated as WC

5.2.2. Queer Collective is abbreviated as QC

5.2.3. Ethnocultural Collective is abbreviated as EC

5.2.4. Mature Aged Students Network is abbreviated as MASN

5.2.5. Wellbeing Collective is abbreviated as WBC

5.2.6. Disability Collective is abbreviated as DC

5.2.7. Indigenous Collective is abbreviated as IC

5.2.8. Women's Collective is abbreviated as WC

##### 5.3. Membership

5.3.1. The Department's overall membership shall be all General Members and Financial Members of the Guild that belong to one of the recognised marginalised groups at the

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Authorised by Senate	Rev No: 001	Date Issued: 08/06/2021	Page 4 of 9

University or whose aims intend to deal with specific social and cultural issues as agreed by the ECU Guild from time to time.

5.3.2.A Collective can only have members when they affiliate with the ECU Student Guild in accordance with the Clubs Affiliation Policies.

5.3.3.The Department's governing body shall be made of General Members and Financial members of the Guild that belong to one of the recognised marginalised groups at the University:

- 5.3.3.1. The Department Chairperson – Vice-President (Equity & Diversity);
- 5.3.3.2. The Executive Officer – General Secretary (or their nominee);
- 5.3.3.3. The Queer Collective Committee member(s) – which shall represent all queer identifying students at the University;
- 5.3.3.4. The Aboriginal Collective Committee member(s) – which shall represent all Aboriginal and Torres Strait Islander students at the University;
- 5.3.3.5. The Mature Aged Collective Committee member(s) – which shall represent all mature aged students at the University;
- 5.3.3.6. The Disabilities Collective Committee member(s) – which shall represent all women students at the University;
- 5.3.3.7. The Wellbeing Collective Committee member(s) – which shall represent all students with mental health requirements at the University; and
- 5.3.3.8. The Ethnocultural Collective Committee member(s) – which shall represent all ethnically, culturally and linguistically diverse students at the University.

#### 5.4. Accountabilities and Responsibilities

5.4.1.The Department shall:

- 5.4.1.1. Formally represent all equity & diversity students in all forums where equity & diversity student participation is required or desirable;
- 5.4.1.2. Facilitate lines of formal communication between the University and equity & diversity students;
- 5.4.1.3. Encourage a sense of community for equity & diversity students in themselves both as a demographic, and as part of the entire ECU student body;
- 5.4.1.4. Campaign for improvement in the standards of services and facilities for equity & diversity students offered by the University;
- 5.4.1.5. Campaign for equitable, supportive and inclusive standards of teaching and learning in courses offered by the University;

- 5.4.1.6. Promote student engagement and education in issues affecting equity & diversity students;
- 5.4.1.7. Support the academic interest, social engagement and welfare of equity & diversity students;
- 5.4.1.8. Ensure the Department Chairperson creates and maintains the Annual Department Proposal and Department Budget each year;
- 5.4.1.9. Monitor (where appropriate) the Department Budget and ensure funds are expended accordingly;
- 5.4.1.10. Provide support and resources to the Equity Collectives, as defined in the Register of Affiliates and the Guild Affiliation Policy;
- 5.4.1.11. Maintain this Department Policy's relevance, accuracy and potency through submitting proposed changes to the Senate, through the Department Chairperson;
- 5.4.1.12. Represent the interests of equity & diversity students on the Senate, and other Guild Bodies where required or desirable, to encourage and implement the goals of the Department and, in all relevant deliberations regarding student representation, engagement and support;
- 5.4.1.13. Be accountable and adhere to this Department Policy and Annual Department Proposal, the Constitution and other relevant regulations; and
- 5.4.1.14. Ensure the Annual Department Proposal is completed and approved by the Senate before the start of Semester 1 each year.

## 5.5. Powers

5.5.1. This Department shall have the following powers conferred upon it by the Senate:

- 5.5.1.1. Expend funds within the Department Budget in accordance with the Guild's Schedule of Delegation and Authority;
- 5.5.1.2. Operate and administer activities and initiatives for the exclusive benefit of its membership;
- 5.5.1.3. Publish relevant and appropriate material, subject to relevant Policy;
- 5.5.1.4. Recognise and grant financial assistance to any Affiliated Body it determines is an Equity Collective, which must be the one peak representative body of the marginalised group it seeks to represent, in the Register of Affiliates;
- 5.5.1.5. Refer General or Financial Members to the Discipline Committee as necessary;
- 5.5.1.6. Conduct events and make representations on behalf of its membership; and

- 5.5.1.7. Do all other things as are incidental or conducive to the attainment of the above powers.

## 5.6. Meeting, Elections and Appointment Provisions

- 5.6.1. Meetings of the Department shall be held as regularly as the Department Chairperson deems fit.
- 5.6.2. Meetings of the Department shall be convened and conducted in accordance with the Guild's Standing Orders.
- 5.6.3. Apart from the Department Chairperson (who shall hold both a deliberative vote and a casting vote) and the Executive Officer (who shall not hold a vote, but be considered an Accredited Observer under the Standing Orders) – each marginalised group shall have one deliberative vote through their respective Department Officer(s).
- 5.6.4. Apart from the Department Chairperson and the Executive Officer – All Collective committee members will be appointed at their respective Collective Annual General Meeting, depending on what each Collective's constitution notes. Students can self-nominate to stand up for a position, or be nominated by another existing Collective committee member.
- 5.6.5. At a General Meeting of the Department, all members of the Department, regardless of whether they hold a governing body position or not, shall be entitled to one vote.
- 5.6.6. All appointments/elections shall take effect immediately.
- 5.6.7. Each Collective committee member shall hold office shall hold office from their election/appointment until the next Annual General Meeting of the respective collective.
- 5.6.8. The Department shall hold its Annual General Meeting during a teaching period before semester 2.
- 5.6.9. The governing body of the Department may, by resolution passed by Special Majority, expand its membership anytime if the President/chairperson of the respective Collective agrees to do so. No sub-committees may be established by this Department, for any purpose.
- 5.6.10. Department Officers representing a marginalised group must identify as with the particular distinctions of that group. i.e. Disability Collective Officers must identify that they have a disability. This is to ensure that the Executive Officers are aware of the issues facing the particular group of students of that collective. Unless the collective is to support students in a general nature. i.e. Wellbeing collectives.
- 5.6.11. When voting for a Department Officer representing a marginalised group – only Department members belonging to that group may cast a vote.

5.6.12. Nominations for the election of Department Officers shall be taken from the floor of the Annual General Meeting.

5.6.13. In the event of the position of Department Chairperson becoming vacant; the Department Chairperson will be elected as per the governance enclosed by the ECU Student Guild Constitution.

## 5.7. Code of Conduct

5.7.1. All the members of this Department must adhere by the ECU Student Guild Code of Conduct, and be aware of Schedule 1 in the ECU Student Guild Constitution, which specifies Discipline.

5.7.2. Any potential breach of the Code of Conduct will result in disciplinary action as per Schedule 1 of the Guild Constitution.

5.7.3. Collective Committee members must attend all Equity Meetings. At least one representative per Collective should attend the meeting. Failure to attend three meetings in the span of a calendar year will result in disciplinary action.

## 6 RELATED DOCUMENTS

<b>Related Policy</b>	<ul style="list-style-type: none"><li>• Basic Club Affiliation Policy</li><li>• Funded Club Affiliation Policy</li></ul>
<b>Related Procedure</b>	
<b>Other Related Documents</b>	<ul style="list-style-type: none"><li>• ECU Student Guild Code of Conduct</li><li>• Guild Constitution</li><li>• Guild Standing Orders</li></ul>
<b>Related Legislation</b>	

## 7 CONTACT INFORMATION

For queries relating to this document please contact:

<b>Policy Owner</b>	Vice President – Equity and Diversity
<b>All Enquiries Contact</b>	Vice President – Equity and Diversity
<b>Telephone</b>	08 6304 6220
<b>Email address</b>	vpequity@ecuguild.org.au

## 8 APPROVAL HISTORY

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Authorised by Senate	Rev No: 001	Date Issued: 08/06/2021	Page 8 of 9

<b>Policy Approved By</b>	Senate
<b>Date Policy First Approved</b>	08/06/2021
<b>Original Motion</b>	SCM2105/05
<b>Revision History</b>	SCM2105/05 – June 2021
<b>Revised by</b>	Greta Mukherjee
<b>Next Revision Date</b>	June 2022



# ECU Student Guild

## First Nations Department Policy

<b>POLICY TYPE</b>	Senate
<b>POLICY TITLE</b>	<b>First Nations Department Policy</b>
<b>POLICY OWNER</b>	First Nations Officer

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## **1. INTENT**

- 1.1. The purpose of this policy and its supporting procedures is to regulate how the Department is managed within the Guild's governance framework.

## **2. ORGANISATIONAL SCOPE**

- 2.1. This policy applies to all Officers and Delegates.

## **3. DEFINITIONS**

- 3.1. The singular includes the plural and vice-versa.

- 3.2. Words importing a gender include any other gender.

- 3.3. A reference to:

- 3.3.1. A person includes a corporation and government or statutory body or authority;

- 3.3.2. A person includes the legal personal representatives, successors, and permitted assigns of that person; and

- 3.3.3. A statute, ordinance, code or other law includes regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them by any legislative authority.

- 3.4. The word "including" and similar expressions are not words of limitation.

- 3.5. The word "under" includes by and by virtue of; as well as, pursuant to and in accordance with.

## **4. OVERVIEW**

### **4.1. Making Changes to the Policy**

All policies are approved, amended or repealed by the Senate in accordance with the Guild's Policy Framework and compliance with relevant governance instruments, following recommendations from the Continuous Improvement and Development Committee.

## 4.2. Transparency Commitment

The Guild must maintain a Policy Manual of all current policies in a manner, which is easily accessible to members, Officers, Employees and other stakeholders, where appropriate.

## 4.3. Annual Review Commitment

This policy will be reviewed annually to ensure relevance and accuracy.

# 5. POLICY

## 5.1. Title

The title of this Department will be the “**First Nations Department**”, which at any point throughout ECU Student Guild documentation may be referred to as “**FN**”.

## 5.2. Membership

The Department’s membership will be all General Members and Financial Members of the ECU Student Guild who are Aboriginal and Torres Strait Islander students.

The Department’s governing body will consist of the First Nations Officer, reporting to the Senate. Where needed, the First Nations Officer may appoint any member of the Department to assist in governing the Department. As far as is reasonably practicable, the First Nations Officer will endeavour to ensure that the Department is representative of the demographic of the Aboriginal and Torres Strait Islander student community at Edith Cowan University.

## 5.3. Accountabilities and Responsibilities

The Department will:

- a) Formally represent all students in any forum where matters concerning Aboriginal and Torres Strait Islander students are required or desirable;
- b) Facilitate lines of formal communication between the University and Senate on issues related to Aboriginal and Torres Strait Islander students;
- c) Encourage a sense of community for Aboriginal and Torres Strait Islander students in themselves both as a demographic, and as part of the entire ECU student body;

- d) Campaign for improvement in the standards of services and facilities for Aboriginal and Torres Strait Islander students offered by the University.
- e) Campaign for equitable, supportive, and inclusive standards of teaching and learning in courses offered by the University, in-line with those offered to all students;
- f) Promote student engagement and education in issues affecting Aboriginal and Torres Strait Islander students;
- g) Engage in outreach programs and campaigns to provide benefit or visibility to the Members of the Department;
- h) Monitor, where appropriate, the Department Budget and ensure funds are expended accordingly;
- i) Maintain this Department's Policy's relevance, accuracy and potency through submitting proposed changes to the Senate, through the First Nations Officer, after consultation with the Continuous Improvement and Development Committee.
- j) Represent the interests of students, in relation to First Nations issues, via the Senate, and other Guild Bodies where required or desirable, to encourage and implement the goals of the Department.
- k) Be accountable and adhere to this Department Policy and Annual Department Proposal, the Constitution, and other relevant regulations; and
- l) Ensure the **Annual Department Proposal** is completed and approved by the Senate before the start of Semester 1 each year.

#### 5.4. Powers

This Department will have the following powers conferred upon it by the Senate:

- a) Expend funds within the Department Budget in accordance with the Guild's Schedule of Delegation and Authority;
- b) Operate and administer activities and initiatives for the exclusive benefit of the Guild's membership who are also Aboriginal or Torres Strait Islander students;
- c) Publish relevant and appropriate material, subject to relevant Policy;

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Authorised By: Senate Motion SM2008/09	Rev No: 001	Date Issued: 25/08/2020	Page: 5 of 6
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- d) Refer General or Financial Members to the Discipline Committee as necessary;
- e) Conduct campaigns and make representations on behalf of its membership, subject to relevant Policy; and
- f) Do all other things as are incidental or conducive to the attainment of the above powers.

## 6. RELATED DOCUMENTS

6.1. Edith Cowan University Student Guild Constitution

6.2. Edith Cowan University Student Guild Code of Conduct

6.3. Edith Cowan University Student Guild Standing Orders

## 7. CONTACT INFORMATION

For queries relating to this document please contact:

Policy Owner	Operations Manager
All enquiries contact	Lisa Dwyer
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Email address	<a href="mailto:l.dwyer@ecuguild.org.au">l.dwyer@ecuguild.org.au</a>

## 8. APPROVAL HISTORY

<b>Policy Approved by</b>	Senate
<b>Date Policy First Approved</b>	25AUG2020
<b>Original Motion</b>	SM2008/09
<b>Revision History</b>	Nil
<b>Revised by</b>	Senate
<b>Next Revision Due</b>	25 Aug 2021



# ECU Student Guild

## POLICY

<b>POLICY TYPE</b>	Operational Business Policy
<b>POLICY TITLE</b>	<b>Undergraduate Studies Department Policy</b>
<b>POLICY OWNER</b>	Vice-President (Academic)
<b>POLICY CATEGORY</b>	Administration
<b>POLICY CODE</b>	OBP_AD001

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## 1 INTENT

The purpose of this policy and its supporting procedures is to regulate how the Department is managed within the Guild's governance framework.

## 2 ORGANISATIONAL SCOPE

This policy applies to all Officers and Employees.

## 3 OVERVIEW

- 3.1 All policies are approved, amended or repealed by the Senate in accordance with the Guild's Policy Framework and compliance with relevant governance instruments, following recommendations from the Policy and Accountability Committee.
- 3.2 The Guild shall maintain a Policy Manual of all current policies in a manner which is easily accessible to members, Officers, Employees and other stakeholders where appropriate.
- 3.3 All policies will be reviewed annually to ensure relevance and accuracy.

## 4 POLICY CONTENT

### 4.1 Title:

The title of this Department shall be the **"Undergraduate Studies Department"** and this may be abbreviated to **"USD"** throughout any Guild documentation.

### 4.2 Membership:

The Department's overall membership shall be all General Members and Financial Members of the Guild enrolled in an undergraduate course at the University.

The Department's governing body shall be made of General Members and Financial Members enrolled in an undergraduate course at the University, and shall comprise:

- (a) The Department Chairperson – Vice-President (Academic);
- (b) The Executive Officer – General Secretary (or their nominee);
- (c) The School of Arts & Humanities Officer;
- (d) The School of Education Officer;
- (e) The School of Medical & Health Sciences Officer;
- (f) The School of Science Officer;
- (g) The School of Business & Law Officer;
- (h) The School of Engineering Officer;
- (i) The School of Nursing & Midwifery Officer; and
- (j) The Western Australian Academy of Performing Arts (WAAPA) Officer.

### 4.3 Accountabilities and Responsibilities:

The Department shall:

- (a) Formally represent all undergraduate students in all forums where undergraduate student participation is required or desirable; Facilitate lines of formal communication between the University and undergraduate students;
- (b) Encourage a sense of community for undergraduate students in themselves both as a demographic, and as part of the entire ECU student body;
- (c) Campaign for improvement in the standards of services and facilities for undergraduate students offered by the University;
- (d) Campaign for high quality teaching and learning in courses offered by the University;
- (e) Promote student engagement and education in issues affecting undergraduate students;

- (f) Support the academic interest, social engagement and welfare of undergraduate students;
- (g) Ensure the Department Chairperson creates and maintains the **Annual Department Proposal** and **Department Budget** each year;
- (h) Monitor (where appropriate) the **Department Budget** and ensure funds are expended accordingly;
- (i) Provide support and resources to the Academic Societies, as defined in the **Register of Affiliates** and the **Guild Affiliation Policy**;
- (j) Maintain this Department Policy's relevance, accuracy and potency through submitting proposed changes to the Senate, through the Department Chairperson;
- (k) Represent the interests of undergraduate students on the Senate, and other Guild Bodies where required or desirable, to encourage and implement the goals of the Department and, in all relevant deliberations regarding student representation, engagement and support;
- (l) Be accountable and adhere to this Department Policy and Annual Department Proposal, the Constitution and other relevant regulations; and
- (m) Ensure the **Annual Department Proposal** is completed and approved by the Senate before the start of Semester 1 each year.

#### 4.4 Powers:

This Department shall have the following powers conferred upon it by the Senate:

- (a) Expend funds within the Department Budget in accordance with the Guild's Schedule of Delegation and Authority;
- (b) Operate and administer activities and initiatives for the exclusive benefit of its membership;
- (c) Publish relevant and appropriate material, subject to relevant Policy;
- (d) Recognise and grant financial assistance to any Affiliated Body it determines is an Academic Society, which must be the one peak representative body of that School, in the **Register of Affiliates**;
- (e) Refer General or Financial Members to the Discipline Committee as necessary;
- (f) Conduct campaigns and make representations on behalf of its membership; and
- (g) Do all other things as are incidental or conducive to the attainment of the above powers.

#### 4.5 Meetings, Elections & Appointment Provisions:

- (a) Meetings of the Department shall be held as regularly as the Department Chairperson deems fit.
- (b) Meetings of the Department shall be convened and conducted in accordance with the Guild's Standing Orders.
- (c) Apart from the Department Chairperson (who shall hold both a deliberative vote and a casting vote) and the Executive Officer (who shall not hold a vote, but be considered an Accredited Observer under the **Standing Orders**) – all Department Officers shall have one deliberative vote.
- (d) Apart from the Department Chairperson and the Executive Officer – all Department Officers shall either be appointed by the Department Chairperson and one other Senator; elected by secret ballot at the next Annual General Meeting of the Department; or filled by a recognised Academic Society's President (or equivalent) pursuant to Clause 4.5(o).
- (e) At a General Meeting of the Department, all members of the Department, regardless of whether they hold a governing body position or not, shall be entitled to one vote.
- (f) All appointments/elections shall take effect immediately.
- (g) Each Department Officer shall hold office from their election/appointment until the next Annual General Meeting of the Department.
- (h) The Department shall hold its Annual General Meeting during a teaching period before the end of Semester 2.

- (i) The governing body of the Department may, by resolution passed by Special Majority, expand its membership by co-opting up to three (3) additional Department Officers.
- (j) The governing body of the Department may allocate titles and portfolios to Department Officers.
- (k) No sub-committees may be established by this Department, for any purpose.
- (l) Department Officers representing a School must belong to that School.
- (m) When voting for a Department Officer representing a School – only Department members belonging to that School may cast a vote.
- (n) Nominations for the election of Department Officers shall be taken from the floor of the Annual General Meeting.
- (o) In the event of an Academic Society being recognised as such by the Department in the Register of Affiliates; the respective Academic Society's President (or equivalent) shall automatically fill the position of its respective school's Department Officer thus superseding the provisions in this Department Policy for elections/appointments of Department Officers.
- (p) In the event of the position of Department Chairperson becoming vacant; the Department Officers will appoint a new Department Chairperson unless the contrary appears in the Constitution.

## 5 RELATED DOCUMENTS

- 6.1 Constitution
- 6.2 Code of Conduct
- 6.3 Standing Orders

## 6 CONTACT INFORMATION

For queries relating to this document please contact:

Policy Owner	Vice President (Academic)
All enquiries contact	
Telephone	
Email address	

## 7 APPROVAL HISTORY

Policy Approved by	Senate
Date Policy First Approved	22 November 2016
Date last modified	
Revision History	
Next Revision Due	22 November 2017
File Reference No	



# ECU Student Guild

## POLICY

<b>POLICY TYPE</b>	Operational Business Policy
<b>POLICY TITLE</b>	<b>Undergraduate Studies Department Policy</b>
<b>POLICY OWNER</b>	Vice-President (Academic)
<b>POLICY CATEGORY</b>	Administration
<b>POLICY CODE</b>	OBP_AD001

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## 1 INTENT

The purpose of this policy and its supporting procedures is to regulate how the Department is managed within the Guild's governance framework.

## 2 ORGANISATIONAL SCOPE

This policy applies to all Officers and Employees.

## 3 OVERVIEW

- 3.1 All policies are approved, amended or repealed by the Senate in accordance with the Guild's Policy Framework and compliance with relevant governance instruments, following recommendations from the Policy and Accountability Committee.
- 3.2 The Guild shall maintain a Policy Manual of all current policies in a manner which is easily accessible to members, Officers, Employees and other stakeholders where appropriate.
- 3.3 All policies will be reviewed annually to ensure relevance and accuracy.

## 4 POLICY CONTENT

### 4.1 Title:

The title of this Department shall be the **"Undergraduate Studies Department"** and this may be abbreviated to **"USD"** throughout any Guild documentation.

### 4.2 Membership:

The Department's overall membership shall be all General Members and Financial Members of the Guild enrolled in an undergraduate course at the University.

The Department's governing body shall be made of General Members and Financial Members enrolled in an undergraduate course at the University, and shall comprise:

- (a) The Department Chairperson – Vice-President (Academic);
- (b) The Executive Officer – General Secretary (or their nominee);
- (c) The School of Arts & Humanities Officer;
- (d) The School of Education Officer;
- (e) The School of Medical & Health Sciences Officer;
- (f) The School of Science Officer;
- (g) The School of Business & Law Officer;
- (h) The School of Engineering Officer;
- (i) The School of Nursing & Midwifery Officer; and
- (j) The Western Australian Academy of Performing Arts (WAAPA) Officer.

### 4.3 Accountabilities and Responsibilities:

The Department shall:

- (a) Formally represent all undergraduate students in all forums where undergraduate student participation is required or desirable; Facilitate lines of formal communication between the University and undergraduate students;
- (b) Encourage a sense of community for undergraduate students in themselves both as a demographic, and as part of the entire ECU student body;
- (c) Campaign for improvement in the standards of services and facilities for undergraduate students offered by the University;
- (d) Campaign for high quality teaching and learning in courses offered by the University;
- (e) Promote student engagement and education in issues affecting undergraduate students;

- (f) Support the academic interest, social engagement and welfare of undergraduate students;
- (g) Ensure the Department Chairperson creates and maintains the **Annual Department Proposal** and **Department Budget** each year;
- (h) Monitor (where appropriate) the **Department Budget** and ensure funds are expended accordingly;
- (i) Provide support and resources to the Academic Societies, as defined in the **Register of Affiliates** and the **Guild Affiliation Policy**;
- (j) Maintain this Department Policy's relevance, accuracy and potency through submitting proposed changes to the Senate, through the Department Chairperson;
- (k) Represent the interests of undergraduate students on the Senate, and other Guild Bodies where required or desirable, to encourage and implement the goals of the Department and, in all relevant deliberations regarding student representation, engagement and support;
- (l) Be accountable and adhere to this Department Policy and Annual Department Proposal, the Constitution and other relevant regulations; and
- (m) Ensure the **Annual Department Proposal** is completed and approved by the Senate before the start of Semester 1 each year.

#### 4.4 Powers:

This Department shall have the following powers conferred upon it by the Senate:

- (a) Expend funds within the Department Budget in accordance with the Guild's Schedule of Delegation and Authority;
- (b) Operate and administer activities and initiatives for the exclusive benefit of its membership;
- (c) Publish relevant and appropriate material, subject to relevant Policy;
- (d) Recognise and grant financial assistance to any Affiliated Body it determines is an Academic Society, which must be the one peak representative body of that School, in the **Register of Affiliates**;
- (e) Refer General or Financial Members to the Discipline Committee as necessary;
- (f) Conduct campaigns and make representations on behalf of its membership; and
- (g) Do all other things as are incidental or conducive to the attainment of the above powers.

#### 4.5 Meetings, Elections & Appointment Provisions:

- (a) Meetings of the Department shall be held as regularly as the Department Chairperson deems fit.
- (b) Meetings of the Department shall be convened and conducted in accordance with the Guild's Standing Orders.
- (c) Apart from the Department Chairperson (who shall hold both a deliberative vote and a casting vote) and the Executive Officer (who shall not hold a vote, but be considered an Accredited Observer under the **Standing Orders**) – all Department Officers shall have one deliberative vote.
- (d) Apart from the Department Chairperson and the Executive Officer – all Department Officers shall either be appointed by the Department Chairperson and one other Senator; elected by secret ballot at the next Annual General Meeting of the Department; or filled by a recognised Academic Society's President (or equivalent) pursuant to Clause 4.5(o).
- (e) At a General Meeting of the Department, all members of the Department, regardless of whether they hold a governing body position or not, shall be entitled to one vote.
- (f) All appointments/elections shall take effect immediately.
- (g) Each Department Officer shall hold office from their election/appointment until the next Annual General Meeting of the Department.
- (h) The Department shall hold its Annual General Meeting during a teaching period before the end of Semester 2.

- (i) The governing body of the Department may, by resolution passed by Special Majority, expand its membership by co-opting up to three (3) additional Department Officers.
- (j) The governing body of the Department may allocate titles and portfolios to Department Officers.
- (k) No sub-committees may be established by this Department, for any purpose.
- (l) Department Officers representing a School must belong to that School.
- (m) When voting for a Department Officer representing a School – only Department members belonging to that School may cast a vote.
- (n) Nominations for the election of Department Officers shall be taken from the floor of the Annual General Meeting.
- (o) In the event of an Academic Society being recognised as such by the Department in the Register of Affiliates; the respective Academic Society's President (or equivalent) shall automatically fill the position of its respective school's Department Officer thus superseding the provisions in this Department Policy for elections/appointments of Department Officers.
- (p) In the event of the position of Department Chairperson becoming vacant; the Department Officers will appoint a new Department Chairperson unless the contrary appears in the Constitution.

## 5 RELATED DOCUMENTS

- 6.1 Constitution
- 6.2 Code of Conduct
- 6.3 Standing Orders

## 6 CONTACT INFORMATION

For queries relating to this document please contact:

Policy Owner	Vice President (Academic)
All enquiries contact	
Telephone	
Email address	

## 7 APPROVAL HISTORY

Policy Approved by	Senate
Date Policy First Approved	22 November 2016
Date last modified	
Revision History	
Next Revision Due	22 November 2017
File Reference No	



# ECU Student Guild

## POLICY

<b>POLICY TYPE</b>	Operational Business Policy
<b>POLICY TITLE</b>	<b>Undergraduate Studies Department Policy</b>
<b>POLICY OWNER</b>	Vice-President (Academic)
<b>POLICY CATEGORY</b>	Administration
<b>POLICY CODE</b>	OBP_AD001

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## 1 INTENT

The purpose of this policy and its supporting procedures is to regulate how the Department is managed within the Guild's governance framework.

## 2 ORGANISATIONAL SCOPE

This policy applies to all Officers and Employees.

## 3 OVERVIEW

- 3.1 All policies are approved, amended or repealed by the Senate in accordance with the Guild's Policy Framework and compliance with relevant governance instruments, following recommendations from the Policy and Accountability Committee.
- 3.2 The Guild shall maintain a Policy Manual of all current policies in a manner which is easily accessible to members, Officers, Employees and other stakeholders where appropriate.
- 3.3 All policies will be reviewed annually to ensure relevance and accuracy.

## 4 POLICY CONTENT

### 4.1 Title:

The title of this Department shall be the **"Undergraduate Studies Department"** and this may be abbreviated to **"USD"** throughout any Guild documentation.

### 4.2 Membership:

The Department's overall membership shall be all General Members and Financial Members of the Guild enrolled in an undergraduate course at the University.

The Department's governing body shall be made of General Members and Financial Members enrolled in an undergraduate course at the University, and shall comprise:

- (a) The Department Chairperson – Vice-President (Academic);
- (b) The Executive Officer – General Secretary (or their nominee);
- (c) The School of Arts & Humanities Officer;
- (d) The School of Education Officer;
- (e) The School of Medical & Health Sciences Officer;
- (f) The School of Science Officer;
- (g) The School of Business & Law Officer;
- (h) The School of Engineering Officer;
- (i) The School of Nursing & Midwifery Officer; and
- (j) The Western Australian Academy of Performing Arts (WAAPA) Officer.

### 4.3 Accountabilities and Responsibilities:

The Department shall:

- (a) Formally represent all undergraduate students in all forums where undergraduate student participation is required or desirable; Facilitate lines of formal communication between the University and undergraduate students;
- (b) Encourage a sense of community for undergraduate students in themselves both as a demographic, and as part of the entire ECU student body;
- (c) Campaign for improvement in the standards of services and facilities for undergraduate students offered by the University;
- (d) Campaign for high quality teaching and learning in courses offered by the University;
- (e) Promote student engagement and education in issues affecting undergraduate students;

- (f) Support the academic interest, social engagement and welfare of undergraduate students;
- (g) Ensure the Department Chairperson creates and maintains the **Annual Department Proposal** and **Department Budget** each year;
- (h) Monitor (where appropriate) the **Department Budget** and ensure funds are expended accordingly;
- (i) Provide support and resources to the Academic Societies, as defined in the **Register of Affiliates** and the **Guild Affiliation Policy**;
- (j) Maintain this Department Policy's relevance, accuracy and potency through submitting proposed changes to the Senate, through the Department Chairperson;
- (k) Represent the interests of undergraduate students on the Senate, and other Guild Bodies where required or desirable, to encourage and implement the goals of the Department and, in all relevant deliberations regarding student representation, engagement and support;
- (l) Be accountable and adhere to this Department Policy and Annual Department Proposal, the Constitution and other relevant regulations; and
- (m) Ensure the **Annual Department Proposal** is completed and approved by the Senate before the start of Semester 1 each year.

#### 4.4 Powers:

This Department shall have the following powers conferred upon it by the Senate:

- (a) Expend funds within the Department Budget in accordance with the Guild's Schedule of Delegation and Authority;
- (b) Operate and administer activities and initiatives for the exclusive benefit of its membership;
- (c) Publish relevant and appropriate material, subject to relevant Policy;
- (d) Recognise and grant financial assistance to any Affiliated Body it determines is an Academic Society, which must be the one peak representative body of that School, in the **Register of Affiliates**;
- (e) Refer General or Financial Members to the Discipline Committee as necessary;
- (f) Conduct campaigns and make representations on behalf of its membership; and
- (g) Do all other things as are incidental or conducive to the attainment of the above powers.

#### 4.5 Meetings, Elections & Appointment Provisions:

- (a) Meetings of the Department shall be held as regularly as the Department Chairperson deems fit.
- (b) Meetings of the Department shall be convened and conducted in accordance with the Guild's Standing Orders.
- (c) Apart from the Department Chairperson (who shall hold both a deliberative vote and a casting vote) and the Executive Officer (who shall not hold a vote, but be considered an Accredited Observer under the **Standing Orders**) – all Department Officers shall have one deliberative vote.
- (d) Apart from the Department Chairperson and the Executive Officer – all Department Officers shall either be appointed by the Department Chairperson and one other Senator; elected by secret ballot at the next Annual General Meeting of the Department; or filled by a recognised Academic Society's President (or equivalent) pursuant to Clause 4.5(o).
- (e) At a General Meeting of the Department, all members of the Department, regardless of whether they hold a governing body position or not, shall be entitled to one vote.
- (f) All appointments/elections shall take effect immediately.
- (g) Each Department Officer shall hold office from their election/appointment until the next Annual General Meeting of the Department.
- (h) The Department shall hold its Annual General Meeting during a teaching period before the end of Semester 2.

- (i) The governing body of the Department may, by resolution passed by Special Majority, expand its membership by co-opting up to three (3) additional Department Officers.
- (j) The governing body of the Department may allocate titles and portfolios to Department Officers.
- (k) No sub-committees may be established by this Department, for any purpose.
- (l) Department Officers representing a School must belong to that School.
- (m) When voting for a Department Officer representing a School – only Department members belonging to that School may cast a vote.
- (n) Nominations for the election of Department Officers shall be taken from the floor of the Annual General Meeting.
- (o) In the event of an Academic Society being recognised as such by the Department in the Register of Affiliates; the respective Academic Society's President (or equivalent) shall automatically fill the position of its respective school's Department Officer thus superseding the provisions in this Department Policy for elections/appointments of Department Officers.
- (p) In the event of the position of Department Chairperson becoming vacant; the Department Officers will appoint a new Department Chairperson unless the contrary appears in the Constitution.

## 5 RELATED DOCUMENTS

- 6.1 Constitution
- 6.2 Code of Conduct
- 6.3 Standing Orders

## 6 CONTACT INFORMATION

For queries relating to this document please contact:

Policy Owner	Vice President (Academic)
All enquiries contact	
Telephone	
Email address	

## 7 APPROVAL HISTORY

Policy Approved by	Senate
Date Policy First Approved	22 November 2016
Date last modified	
Revision History	
Next Revision Due	22 November 2017
File Reference No	

# ECU Student Guild

## SOCIAL AND SPORT DEPARTMENT POLICY

POLICY TYPE	Senate
POLICY SUBTYPE	Social Department
POLICY TITLE	<b>Social and Sport Department Policy</b>
POLICY OWNER	Vice President Social Activity

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## 1. INTENT

- 1.1. The purpose of this policy and its supporting procedures is to regulate how the Department is managed within the Guild's governance framework.

## 2. ORGANISATIONAL SCOPE

- 2.1. This policy applies to all Officers and Employees of the Guild, elected Guild Sport Representatives and the committee members of all Guild recognised Social Clubs.

## 3. DEFINITIONS

- 3.1. The singular includes the plural and vice-versa.
- 3.2. A reference to:
- 3.2.1. A person includes a corporation and government or statutory body or authority;
  - 3.2.2. A person includes the legal personal representatives, successors, and permitted assigns of that person; and
  - 3.2.3. A statute, ordinance, code or other law includes regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them by any legislative authority.
- 3.3. The word "including" and similar expressions are not words of limitation.
- 3.4. The word "under" includes by and by virtue of; as well as, pursuant to and in accordance with.
- 3.5. **CIDC** means the Continuous Improvement and Development Committee.
- 3.6. **The Guild** means Edith Cowan University Student Guild.
- 3.7. **Senate** means the duly elected student representatives of the Guild.
- 3.8. **Student Sport Representative** means the elected representative of an active sport discipline within ECU.

## 4. OVERVIEW

- 4.1. All Guild policies are approved, amended or repealed by the Senate in accordance with the Guild's Policy Framework and compliance with relevant governance instruments, following consultation with CIDC.
- 4.2. The Guild shall maintain a policy manual of all current policies in a manner which is easily accessible to members, Senate, staff and other stakeholders where appropriate.
- 4.3. All Guild policies will be reviewed annually.

## 5. POLICY

### 5.1. Membership

5.1.1. The Department's overall membership shall be its governing body. This shall comprise all recognised Social Clubs defined in the Register of Affiliates and the Guild Affiliation Policy.

5.1.2. A nominee from within the committee of a recognised Social Club, as well as any elected Sport Representative may be considered a member of the Social and Sport Department and shall be interchangeably referred to as a Department Officer. In addition to the Social Clubs and Sports Representatives, there shall also be:

5.1.2.1. The Department Chairperson – Vice-President (Social Activity); and

5.1.2.2. The Executive Officer – General Secretary (or their nominee);

### 5.2. Accountabilities and Responsibilities

5.2.1. The Department shall:

5.2.1.1. Formally represent all students' social interests in all forums where student participation is required or desirable;

5.2.1.2. Facilitate lines of formal communication between the University and students on matters concerning social activity;

5.2.1.3. Encourage a sense of community for the entire ECU student body;

5.2.1.4. Advocate for improvement in the standards of services and facilities that affect social activity for students offered by the University;

5.2.1.5. Advocate for opportunities for social activities offered by the University;

5.2.1.6. Promote student engagement and education in issues affecting students' social activity;

5.2.1.7. Support the social engagement of all students;

5.2.1.8. Maintain a collective of Student Sport Representatives, as outlined in clause 5.5 "Student Sport Representatives."

5.2.1.9. Ensure the Department Chairperson creates and maintains the **Annual Department Budget** each year;

5.2.1.10. Monitor (where appropriate) the **Department Budget** and ensure funds are expended accordingly;

5.2.1.11. Provide support and resources to the Social Clubs, as defined in the **Register of Affiliates** and the **Guild Affiliation Policy**;

- 5.2.1.12. Maintain the Department Policy's relevance, accuracy and potency through submitting proposed changes to the Senate, through CIDC.
- 5.2.1.13. Represent the interests of students' social interests on the Senate, and other Guild Bodies where required or desirable, to encourage and implement the goals of the Department and, in all relevant deliberations regarding student representation, engagement and support;
- 5.2.1.14. Be accountable and adhere to this Department Policy and Annual Department Proposal, the Constitution and other relevant regulations; and
- 5.2.1.15. Ensure the **Annual Department Budget** is completed and approved by the Senate before the start of Semester 1 each year.

### 5.3. Powers

5.3.1. This Department shall have the following powers conferred upon it by the Senate:

- 5.3.1.1. Expend funds within the Department Budget in accordance with the Guild's Schedule of Delegation and Authority;
- 5.3.1.2. Operate and administer activities and initiatives for the exclusive benefit of its membership;
- 5.3.1.3. Publish relevant and appropriate material, subject to relevant Policy;
- 5.3.1.4. Recognise and grant financial assistance to any Affiliated Body it determines is a Social Club, which must be the one peak representative body of that particular interest, in the **Register of Affiliates**;
- 5.3.1.5. Refer General or Financial Members to the Discipline Committee as necessary;
- 5.3.1.6. Conduct meetings to raise advocacy opportunities and make representations on behalf of its membership; and
- 5.3.1.7. Do all other things as are incidental or conducive to the attainment of the above powers.

### 5.4. Meetings, Elections & Appointment Provisions

5.4.1. Meetings of the Department shall be held on a monthly basis. Meetings may be called off or additional meetings may be requested at the discretion of the Department's Chairperson. A meeting schedule must be prepared by the first day of semester 1.

5.4.2. Meetings of the Department shall be convened and conducted in accordance with the Guild's Standing Orders.

5.4.3. Apart from the Department Chairperson (who shall hold both a deliberative vote and a casting vote) and the Executive Officer (who shall not hold a vote, but be considered an

Accredited Observer under the **Standing Orders**) – all Department Officers shall have one deliberative vote.

5.4.4. At a General Meeting of the Department, all governing members of the Department shall be entitled to one vote.

5.4.5. All appointments/elections made by a Social Club shall be communicated to the Department Chairperson immediately.

5.4.6. The governing body of the Department may allocate titles and portfolios to Department Officers.

5.4.7. Department Officers representing a Social Club must be a committee member of that Social Club.

5.4.8. In the event of the position of Department Chairperson becoming vacant; the Department shall not hold any meetings until a new Chairperson is appointed by the Guild.

## 5.5. **Student Sport Representatives**

5.5.1. The Department Chairperson and Executive Officer shall seek to elect eight (8) students to the positions of Sport Representatives at the beginning of each year.

5.5.2. These representatives must be proactive students, as determined by the Guild as well as members of the ECU Student Guild.

5.5.3. These representatives must be experienced members and active participants within the field of sport that their position aims to represent.

5.5.4. The eight (8) available positions are;

5.5.4.1. Cricket Representative

5.5.4.2. Australian Football League (AFL) Representative

5.5.4.3. Netball Representative

5.5.4.4. Futsal Representative

5.5.4.5. Touch Rugby Representative

5.5.4.6. Volleyball Representative

5.5.4.7. Basketball Representative

#### 5.5.4.8. Badminton Representative

5.5.5. Should a position be left vacant or a position be vacated, it is the responsibility of the Department Chairperson to elect a new candidate to the role.

5.5.6. If a suitable candidate cannot be found for a position, then with the approval of the Department Chairperson that position description may be changed to that of a different sport or may be retired entirely.

5.5.7. The roles and responsibilities of the Student Sport Representatives can be found in the **Student Sport Representative Duty Statement**.

## 6. RELATED DOCUMENTS

<b>Related Policy</b>	<ul style="list-style-type: none"><li>• Guild Constitution</li><li>• Guild Code of Conduct</li><li>• Standing Orders</li><li>• Guild Basic Club Affiliation Policy</li><li>• Guild Funded Club Affiliation Policy</li><li>• Club members Code of Conduct</li></ul>
<b>Related Procedure</b>	<ul style="list-style-type: none"><li>• N/A</li></ul>
<b>Other Related Documents</b>	<ul style="list-style-type: none"><li>• Register of Affiliates</li><li>• Student Sport Representative Position Duty Statement</li></ul>
<b>Related Legislation</b>	<ul style="list-style-type: none"><li>• N/A</li></ul>

## 7. CONTACT INFORMATION

For queries relating to this document please contact:

<b>Policy Owner</b>	Vice President Social Activity
<b>All Enquiries Contact</b>	Evan Smith
<b>Telephone</b>	0492 972 317
<b>Email address</b>	vpsocial@ecuguild.org.au

## 8. APPROVAL HISTORY

<b>Policy Approved By</b>	Senate
<b>Date Policy First Approved</b>	26 November 2016

<b>Original Motion</b>	SCM2102/05
<b>Revision History</b>	<ul style="list-style-type: none"> <li>• 002 – SCM2102/05 - 21 January 2021</li> </ul>
<b>Revised by</b>	Evan Smith (VP Social)
<b>Next Revision Date</b>	January 2022



# ECU Student Guild

## POLICY

<b>POLICY TYPE</b>	Operational Business Policy
<b>POLICY TITLE</b>	<b>Undergraduate Studies Department Policy</b>
<b>POLICY OWNER</b>	Vice-President (Academic)
<b>POLICY CATEGORY</b>	Administration
<b>POLICY CODE</b>	OBP_AD001

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## 1 INTENT

The purpose of this policy and its supporting procedures is to regulate how the Department is managed within the Guild's governance framework.

## 2 ORGANISATIONAL SCOPE

This policy applies to all Officers and Employees.

## 3 OVERVIEW

- 3.1 All policies are approved, amended or repealed by the Senate in accordance with the Guild's Policy Framework and compliance with relevant governance instruments, following recommendations from the Policy and Accountability Committee.
- 3.2 The Guild shall maintain a Policy Manual of all current policies in a manner which is easily accessible to members, Officers, Employees and other stakeholders where appropriate.
- 3.3 All policies will be reviewed annually to ensure relevance and accuracy.

## 4 POLICY CONTENT

### 4.1 Title:

The title of this Department shall be the **"Undergraduate Studies Department"** and this may be abbreviated to **"USD"** throughout any Guild documentation.

### 4.2 Membership:

The Department's overall membership shall be all General Members and Financial Members of the Guild enrolled in an undergraduate course at the University.

The Department's governing body shall be made of General Members and Financial Members enrolled in an undergraduate course at the University, and shall comprise:

- (a) The Department Chairperson – Vice-President (Academic);
- (b) The Executive Officer – General Secretary (or their nominee);
- (c) The School of Arts & Humanities Officer;
- (d) The School of Education Officer;
- (e) The School of Medical & Health Sciences Officer;
- (f) The School of Science Officer;
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- (h) The School of Engineering Officer;
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The Department shall:

- (a) Formally represent all undergraduate students in all forums where undergraduate student participation is required or desirable; Facilitate lines of formal communication between the University and undergraduate students;
- (b) Encourage a sense of community for undergraduate students in themselves both as a demographic, and as part of the entire ECU student body;
- (c) Campaign for improvement in the standards of services and facilities for undergraduate students offered by the University;
- (d) Campaign for high quality teaching and learning in courses offered by the University;
- (e) Promote student engagement and education in issues affecting undergraduate students;

- (f) Support the academic interest, social engagement and welfare of undergraduate students;
- (g) Ensure the Department Chairperson creates and maintains the **Annual Department Proposal** and **Department Budget** each year;
- (h) Monitor (where appropriate) the **Department Budget** and ensure funds are expended accordingly;
- (i) Provide support and resources to the Academic Societies, as defined in the **Register of Affiliates** and the **Guild Affiliation Policy**;
- (j) Maintain this Department Policy's relevance, accuracy and potency through submitting proposed changes to the Senate, through the Department Chairperson;
- (k) Represent the interests of undergraduate students on the Senate, and other Guild Bodies where required or desirable, to encourage and implement the goals of the Department and, in all relevant deliberations regarding student representation, engagement and support;
- (l) Be accountable and adhere to this Department Policy and Annual Department Proposal, the Constitution and other relevant regulations; and
- (m) Ensure the **Annual Department Proposal** is completed and approved by the Senate before the start of Semester 1 each year.

#### 4.4 Powers:

This Department shall have the following powers conferred upon it by the Senate:

- (a) Expend funds within the Department Budget in accordance with the Guild's Schedule of Delegation and Authority;
- (b) Operate and administer activities and initiatives for the exclusive benefit of its membership;
- (c) Publish relevant and appropriate material, subject to relevant Policy;
- (d) Recognise and grant financial assistance to any Affiliated Body it determines is an Academic Society, which must be the one peak representative body of that School, in the **Register of Affiliates**;
- (e) Refer General or Financial Members to the Discipline Committee as necessary;
- (f) Conduct campaigns and make representations on behalf of its membership; and
- (g) Do all other things as are incidental or conducive to the attainment of the above powers.

#### 4.5 Meetings, Elections & Appointment Provisions:

- (a) Meetings of the Department shall be held as regularly as the Department Chairperson deems fit.
- (b) Meetings of the Department shall be convened and conducted in accordance with the Guild's Standing Orders.
- (c) Apart from the Department Chairperson (who shall hold both a deliberative vote and a casting vote) and the Executive Officer (who shall not hold a vote, but be considered an Accredited Observer under the **Standing Orders**) – all Department Officers shall have one deliberative vote.
- (d) Apart from the Department Chairperson and the Executive Officer – all Department Officers shall either be appointed by the Department Chairperson and one other Senator; elected by secret ballot at the next Annual General Meeting of the Department; or filled by a recognised Academic Society's President (or equivalent) pursuant to Clause 4.5(o).
- (e) At a General Meeting of the Department, all members of the Department, regardless of whether they hold a governing body position or not, shall be entitled to one vote.
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- (g) Each Department Officer shall hold office from their election/appointment until the next Annual General Meeting of the Department.
- (h) The Department shall hold its Annual General Meeting during a teaching period before the end of Semester 2.

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- (j) The governing body of the Department may allocate titles and portfolios to Department Officers.
- (k) No sub-committees may be established by this Department, for any purpose.
- (l) Department Officers representing a School must belong to that School.
- (m) When voting for a Department Officer representing a School – only Department members belonging to that School may cast a vote.
- (n) Nominations for the election of Department Officers shall be taken from the floor of the Annual General Meeting.
- (o) In the event of an Academic Society being recognised as such by the Department in the Register of Affiliates; the respective Academic Society's President (or equivalent) shall automatically fill the position of its respective school's Department Officer thus superseding the provisions in this Department Policy for elections/appointments of Department Officers.
- (p) In the event of the position of Department Chairperson becoming vacant; the Department Officers will appoint a new Department Chairperson unless the contrary appears in the Constitution.

## 5 RELATED DOCUMENTS

- 6.1 Constitution
- 6.2 Code of Conduct
- 6.3 Standing Orders

## 6 CONTACT INFORMATION

For queries relating to this document please contact:

Policy Owner	Vice President (Academic)
All enquiries contact	
Telephone	
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## 7 APPROVAL HISTORY

Policy Approved by	Senate
Date Policy First Approved	22 November 2016
Date last modified	
Revision History	
Next Revision Due	22 November 2017
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