



ECU Student Guild

SOUTH WEST DEPARTMENT POLICY

POLICY TYPE	Senate
POLICY SUBTYPE	South West Department
POLICY TITLE	South West Department Policy
POLICY OWNER	Vice President Activities & South West

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1. INTENT

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

2. ORGANISATIONAL SCOPE

- 2.1. This policy applies to all South West Student Representatives and Guild Senate.

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. **Representative** means an individual selected by the Vice President Activities & South West, in consultation with the South West Officers, to act as a representative of Edith Cowan University Students in relation to matters of importance to South West Students at the University. Representatives provide feedback and information about general International student issues and opportunities within the Student body.
- 3.8. **Senate** means the governing body 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 All Guild policies are approved, amended or repealed by the Senate in accordance with the Guild's Policy Framework and compliance with relevant governance instruments, following consultation with CIDC.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 “South West Department” which may be referred to as “SWD”

5.2. Membership

5.2.1. The Department’s membership shall be all General Members and Financial Members of the ECU Student Guild enrolled at Edith Cowan University who are South West Students as so recorded on the ECU Student Roll.

5.2.2. The Department’s governing body shall consist of:

5.2.2.1. Department Chairperson – Vice President Activities & South West of the ECU Student Guild;

5.2.2.2. Two Deputy Chairpersons – South West Officers of the ECU Student Guild; and

5.2.2.3. Not more than 15 ECU students who are involved in or have a desire to improve activities, facilities and conditions for South West students at ECU campuses who are also South West students.

5.2.3. Role of the Chairperson

5.2.3.1. The Department Chairperson shall:

5.2.3.1.1. Chair meetings of the South West Department;

5.2.3.1.2. Create and maintain the Annual Department Plan;

5.2.3.1.3. Create and maintain the Department Budget;

5.2.3.1.4. Coordinate and manage, in collaboration with the South West Officers, South West Clubs, as defined in the Register of Affiliates and the Affiliation Policy; and

5.2.3.1.5. Operate and administer events and activities for the benefit of its membership and, where appropriate, its non-membership.

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 5.5.

5.2.4.Role of the Deputy Chairpersons

5.2.4.1. The Deputy Chairpersons of the South West Department shall:

- 5.2.4.1.1. Act as Chairperson in the absence of the Vice President Activities & South West;
- 5.2.4.1.2. Act as first point of contact for student representatives;
- 5.2.4.1.3. In collaboration with the Chairperson, operate and administer events and activities for the benefit of its membership and, where appropriate, its non-membership; and
- 5.2.4.1.4. 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 Student Representative Duty Statement;
- 5.2.5.1.2. Attend all South West Department meetings and other related meetings, as required;
- 5.2.5.1.3. Act as liaison between ECU Students studying on the South West Campus and the Guild in relation to matters of importance to South West students; and
- 5.2.5.1.4. Abide by all relevant governance and policy documents as required.

5.3. Recruitment & Selection of Student Representatives

5.3.1.Vice President Activities & South West in collaboration with the South West Officers are responsible for the selection of student representatives.

5.3.2.Students must be a current, enrolled student at Edith Cowan University, an ECU Guild member and a South West student as recorded on the ECU Student Roll to be considered for the Student Representative Role.

5.3.3.If the current student representative wants to continue their role for the following year they are required to submit a request for continuation by email to the vpactivities.sw@ecuguild.org.au before 31 December. The Vice President Activities & South West in consultation with the South West Officers reserves the right to choose to approve or reject any request for continuation.

5.4. Removal of a Student Representative

5.4.1.Any Student Representative wishing to vacate their role must contact the Vice President Activities & South West providing two weeks' notice.

5.4.2.If a Student Representative does not attend two consecutive meetings of the South West Department without providing appropriate notice they will be immediately removed from their role.

5.4.3.The Vice President Activities & South West, in consultation with the South West Officers, has sole discretion as to allowing a student to continue in their role where removal has occurred under clause 5.4.2 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 related to South West and South West facilities and conditions where student participation is required or desirable;
- 5.5.1.2. Facilitate lines of formal communication between Edith Cowan University and South West students;
- 5.5.1.3. Encourage a sense of community among South West students;
- 5.5.1.4. Facilitate student involvement in changes pertaining to the provision of services to South West students;
- 5.5.1.5. Campaign for improvement in the standard of services and facilities offered by Edith Cowan University to South West students;
- 5.5.1.6. Maintain the South West Department's policy relevance and accuracy by proposing necessary changes to the ECU Student Guild Senate, via the Department Chairperson;
- 5.5.1.7. Be accountable and adhere to the **South West 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 a South West club, as per the Register of Affiliates. Ensuring that the clubs provide all necessary documentation before and after the events. The Vice President Activities & South West can refuse the grant and float top up if it is not according to the department and guild policies.

- 5.6.1.4. Refer General or Financial members to the Discipline Committee, as necessary.
- 5.6.1.5. The Vice President Activities & South West can replace student representatives on the basis of poor performance outlined in Clause 5.4; and
- 5.6.1.6. Do all other things as are incidental or conducive to the attainment of those things outlined in Clause 5.5.

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. The Deputy Chairpersons shall hold one vote;
- 5.7.5. All Representatives shall hold one deliberative vote;
- 5.7.6. At a General Meeting of the Department, all members of the South West 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 Vice President Activities & South West is responsible to select the student representatives and can change the representative on the basis of performance;
- 5.7.9. If any representative misses two departmental meetings in a row without informing the Vice President Activities & South West or the South West Officers. The Chair can remove the Student Representative from the role.

6. RELATED DOCUMENTS

Related Policy	<ul style="list-style-type: none"> • Student Representatives Code of Conduct • Schedule of Delegation And Authority • Club Affiliation Policy
Related Procedure	<ul style="list-style-type: none"> • ECU Guild Standing Orders
Other Related Documents	<ul style="list-style-type: none"> • ECU Guild of Students Constitution • South West Department Budget • Student Representative Duty Statement • Register of Affiliates
Related Legislation	<ul style="list-style-type: none"> • <Enter Related Legislation Details>

7. CONTACT INFORMATION

For queries relating to this document please contact:

Policy Owner	Vice President Activities & South West
All Enquiries Contact	Amber Hsi
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8. APPROVAL HISTORY

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Revised by	
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