



# ECU Student Guild

## FIRST NATIONS DEPARTMENT POLICY

<b>POLICY TYPE</b>	Senate
<b>POLICY SUBTYPE</b>	First Nations Department
<b>POLICY TITLE</b>	<b>First Nations Department Policy</b>
<b>POLICY OWNER</b>	Vice President Social Responsibility

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## 1. INTENT

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

## 2. ORGANISATIONAL SCOPE

- 2.1. This policy applies to all First Nations 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 Social Responsibility, in collaboration with the First Nations Officer, to act as a representative of Edith Cowan University Students in relation to First Nation matters at the University. Representatives provide feedback and information about general First Nation 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 All Guild policies are approved, amended or repealed by the Senate in accordance with the Guild's Policy Framework and compliance with relevant governance instruments, following consultation with CIDC.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 “First Nations Department” which may be referred to as “FND”

### **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.

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

5.2.2.1. Department Chairperson – Vice President Social Responsibility of the ECU Student Guild;

5.2.2.2. Deputy Chairperson – First Nations Officer of the ECU Student Guild;

5.2.2.3. Not more than 15 ECU students who are involved in or have a desire to improve the equity and diversity activities, facilities and conditions at ECU campuses for First Nations students at ECU Campuses.

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

5.2.3.1. The Department Chairperson shall:

5.2.3.1.1. Chair meetings of the First Nations 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 First Nations Officer, First Nations 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 Chairperson**

5.2.4.1. The Deputy Chairperson of the First Nations Department shall:

- 5.2.4.1.1. Act as Chairperson in the absence of the Vice President Social Responsibility;
- 5.2.4.1.2. Act as first point of contact for the 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 First Nations Department meetings and other related meetings, as required;
- 5.2.5.1.3. Act as liaison between ECU Students and the Guild in relation to First Nations matters; 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 Social Responsibility in collaboration with the First Nations Officer is responsible for the selection of student representatives.

5.3.2.Students must be a current, enrolled student at Edith Cowan University, ECU Guild member and a First Nations students 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 [ypsosocialresponsibility@ecuguild.org.au](mailto:ypsosocialresponsibility@ecuguild.org.au) before 31 December. . The Vice President Social Responsibility in consultation with the First Nations Officer 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 Social Responsibility providing two weeks' notice.

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

5.4.3.The Vice President Social Responsibility, in consultation with the First Nations Officer, 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 First Nations matters where student participation is required or desirable;
- 5.5.1.2. Facilitate lines of formal communication between Edith Cowan University and students in relation to First Nations matters;
- 5.5.1.3. Encourage a sense of community for First Nations students in themselves both as a demographic, and as part of the entire ECU student body;
- 5.5.1.4. Facilitate student involvement in changes pertaining to the provision of First Nations facilities and conditions;
- 5.5.1.5. Promote student engagement and education in issues affecting First Nations students;
- 5.5.1.6. Engage in outreach programs and campaigns to provide benefit or visibility to the Members of the Department;
- 5.5.1.7. Promote the academic interest, social engagement and welfare of First Nations students;
- 5.5.1.8. Campaign for improvement in the standard of services, facilities and conditions offered by Edith Cowan University to First Nations students;
- 5.5.1.9. 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;
- 5.5.1.10. Maintain the First Nations Department's policy relevance and accuracy by proposing necessary changes to the ECU Student Guild Senate, via the Department Chairperson;
- 5.5.1.11. Be accountable and adhere to the **First Nations 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:

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- 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 exclusive benefit of its membership and, where appropriate, its non-membership who are also First Nations students;
- 5.6.1.3. Recognise and provide grants to any Affiliated Body deemed an First Nations club, as per the Register of Affiliates. Ensuring that the clubs provide all necessary documentation before and after the events. The Vice President Social Responsibility 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 Social Responsibility 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 Chairperson 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 First Nations 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 Social Responsibility 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 Social Responsibility or the First Nations Officer. The Chair can remove the Student Representative from the role.

## 6. RELATED DOCUMENTS

<b>Related Policy</b>	<ul style="list-style-type: none"><li>• Volunteer Code of Conduct</li><li>• Schedule of Delegation And Authority</li><li>• Club Affiliation Policy</li></ul>
<b>Related Procedure</b>	<ul style="list-style-type: none"><li>• ECU Guild Standing Orders</li></ul>
<b>Other Related Documents</b>	<ul style="list-style-type: none"><li>• ECU Guild of Students Constitution</li><li>• First Nations Department Budget</li><li>• Student Representative Duty Statement</li><li>• Register of Affiliates</li></ul>
<b>Related Legislation</b>	<ul style="list-style-type: none"><li>• &lt;Enter Related Legislation Details&gt;</li></ul>

## 7. CONTACT INFORMATION

For queries relating to this document please contact:

<b>Policy Owner</b>	Vice President Social Responsibility
<b>All Enquiries Contact</b>	Elsa Chew
<b>Telephone</b>	08 6304 2640
<b>Email address</b>	vpsocialresponsibility@ecuguild.org.au

## 8. APPROVAL HISTORY

<b>Policy Approved By</b>	Senate
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