



SOUTHERN CROSS
INSTITUTE

Student Association

Terms of Reference



Student Association

Terms of Reference

I. Preamble

- a. Southern Cross Institute (SCI), through the activities of the SCI Student Association (SA), encourages the involvement of students in the decision-making and strategic planning on student-related matters, through student representation on committees and advisory groups.
- b. SCI SA is a recognised student representative body that supports student advocacy and sovereignty. The SA takes the leadership role in facilitating cultural, sporting, and educational opportunities and experiences for all SCI students.
- c. SCI SA contributes to the student experience through proactive and positive interaction within students' community.
- d. SCI SA is an independent student body endorsed by the SCI Governing Council.

The student representative role is vital as it ensures the line of communication between SCI governing bodies and its students. SCI student representatives ensure that student views are considered when decisions are made about academic matters and other key areas of the student experience. SCI is continually striving to improve the experience of our students; student representatives will be at the forefront of communicating the opinions of the student body. The Academic Director of Human Services Management will be responsible for coordinating all SA activities.

2. Compliance of SA

SA and its officers and members must comply with:

- a. the policies and procedures of SCI;
- b. any lawful instruction of the Dean, Academic Directors, Student Support Manger or other authorised staff of SCI;
- c. any applicable laws; and
- d. SA Terms of Reference.

3. Objectives and Powers

- a. The objectives for which SA is established are to:
 - i. promote and advocate the interests and welfare of students;
 - ii. advise the Dean, and SCI governing bodies on student experience matters;
 - iii. be informed of and represent the views of students;
 - iv. encourage the formation and successful management of student cultural, social, sporting and education groups;
 - v. encourage students to be involved in the activities of the SA;
 - vi. provide for and promote student extra-curricular activities and social events;
 - vii. provide for the welcoming, orientation and social engagement of new students;
 - viii. promote the multicultural student body by creating and supporting opportunities to celebrate and showcase the diverse cultures at SCI; and
 - ix. perform such other student beneficial roles as may be determined by the Dean and Academic Directors.

- b. SA may only exercise the powers granted by the SCI Governing Council through the endorsement of SA Terms of Reference.
- c. The Dean is the representative of the Governing Council regarding the implementation of SA Terms of Reference.

4. Application of Property

- a. The income and assets of SA must only be applied towards the promotion of SA objectives.
- b. No income or property of SA, or clubs created under the auspices of the SA, will be paid or transferred directly or indirectly to any SA officer other than for payment:
 - i. of clearly documented and supported out-of-pocket expenses incurred by an SA officer in the performance of any duty as an SA officer, where the amount payable does not exceed an amount approved by the Dean; or
 - ii. as bona fide compensation for a clearly documented and supported service rendered to SCI by a SA officer in a professional or technical capacity, where the provision of the service has the prior approval of SA President and where the amount payable is approved by the President; and is not more than an amount which would be commercially reasonable payment for the service.
- c. Income may be raised by the SA and the student group created under the auspices of the SA.
- d. Student activities at SCI are partially funded through the annual budget; while the expected income generated by the SA will also be directed to the same office at SCI.

5. Responsibilities

- a. SA acts as an elected student representative body of SCI students and provides advocacy and representation to all students.
- b. SA, within the spirit of its Constitution, acts as an independent voice of, and for, the students of SCI.
- c. The management and conduct of the affairs of SA and the management and control of its income and assets are the responsibility of the SA executive and, subject to these Terms of Reference, SA executive may exercise all the powers of SA on its behalf.
- d. SA shall carry out these responsibilities through:
 - i. improving the student's quality of life by being an accessible resource that provides an avenue of communication between the student body and executive management of SCI in an effective manner;
 - ii. advertising feedback mechanism at SCI;
 - iii. through the approved use of announcements, social, print and digital media, promote social, academic, and cultural activities to the student body. Adequate notice is to be given of events and the approval for media and promotion sits with the Academic Director;
 - iv. consulting with the Academic Director and Student Support Manager regarding the supply of goods and services, the acquisition of sporting and social engagement resources;
 - v. listening to fellow students and communicating with them in order to receive appropriate feedback;
 - vi. supporting and encouraging student groups and their projects;

- vii. supporting the operations team in assisting with set up for student event, function or other related events;
 - viii. committing to assisting staff and students during student orientations, campus open days; social, sporting and cultural activities;
 - ix. undertaking training seminars to develop skills required for the delivery of the objectives of SA; and
 - x. assisting with all reasonable requests for student experience engagement from the Dean.
- e. SA shall remain democratic in decision making and in the carrying out of the responsibilities.

6. Membership, Terms of Office and Eligibility

- a. Any member of the student SCI body (enrolled student) is eligible to serve on SA. To be eligible for SA election or remain on SA for the full term of office, members must maintain a GPA of 3 or above and meet the requirements listed on the description for their chosen position.
- b. SA Office is granted for the duration of one ungraduated year.
- c. Only one representative (preferably the president) from each student club is to attend the SA meetings.

7. SA Roles

- a. SA President
 - i. Is elected by student body;
 - ii. Has term of office as one undergraduate year and concludes on last day of the academic year;
 - iii. May seek to re-elect, can do so through a vote of the SA;
 - iv. May only be elected for the maximum of two (2) terms;
 - v. Must maintain a GPA of 3.0 and above.
 - vi. The president shall:
 - a. communicate to fellow students and gather a consensus on policies and initiatives of SCI;
 - b. represent fellow students at Academic Board (AB) and Learning & Teaching Committee (LTC) meetings voicing the opinions of students;
 - c. report back to the student body on issues raised at the AB and LTC meetings
 - d. preside over all student issues relating to the student body through SA standing committees or affiliations;;
 - e. be responsible for communication with SCI management Academic Director admissions, operations and/or SCI appointed staff;
 - f. chair the SA meetings
 - g. ensure compliance with SA Terms of Reference
 - h. carry out those functions required to deliver the objectives and powers and responsibilities for which the SA is established;
 - i. prepare and present an end of term report of SA activities to the Dean to report to the Executive Management Team at the end of office.
 - j. together with SA and Vice President, prepare a handover plan to present to the new SA President and Vice President once elected.

* SA President will represent students at the meetings of AB and LTC, when invited. Therefore, are responsible for:

- a. Ensuring they are familiar with the terms of reference of the AB and LTC

- b. Contributing to discussions about the development of new programmes and/or modules in the area of study
 - c. Representing students' views in discussions relating to the development of programmes, academic rules and regulations and other related issues under the terms of reference of the board and committee
 - d. Finding effective ways to feed back the outcomes of meetings to the students they represent.
- b. SA Vice President (VP)
- i. SA VP will be chosen from other candidates who ran for president or from student body if none.
 - ii. Works with the President and other officers in planning, organizing and implementing programs, strategies, actions and ensuring the objectives and responsibilities for which SA is established;
 - iii. In the absence of the President, VP exercises the powers and duties of the president;
 - iv. If the President is unable to complete term of office, VP will automatically step into the president role for the remainder of the term;
 - v. Together with SA President is directly responsible for the SA group and works as a team member of the SA executive team.
- c. Other SA Roles
- i. Secretary
 - a. Responsible for recording, posting and filing of all SA meetings, notification to SA members and SCI community of meetings of SA and maintaining SA files;
 - b. Responsible to collect the content for the annual report;
 - c. Responds directly to the President of SA.
 - ii. Treasurer
 - a. Shall receive, disburse and account for all funds as directed by SA executive;
 - b. Shall be able to deliver a financial report at each SA meeting if necessary
 - c. Shall deliver a financial report to the Academic Director 3 times per undergraduate term (week 1, week6 and week13) with a break down into major changes
 - d. Coordinate the funding of student activities, clubs, groups and associations in consultation with Academic Director, as required
 - e. Responds directly to SA president.
 - iii. Events Coordinator
 - a. Plans and coordinates SA functions and events;
 - b. Undertake post-event analysis as an assessment for inclusion in the president's end of term report
 - c. Helps other Associations to carry out events if needed
 - d. Respond directly to the president of SA.
 - iv. Marketing and Public Relations Coordinator(s)
 - a. Carries out the promotions of SA functions and events;
 - b. Produces the necessary marketing collaterals needed by SA;
 - c. Handles all social media accounts and other media deemed necessary by the council;
 - d. Creates posters, other promotional material and the draft of the annual report;
 - e. Respond directly to the president of SA.

d. SA Election

- i. The Academic Director will manage SA election process;
- ii. In the event no nominations are received, or no nominees are deemed eligible, the continuation of SA will be referred to the Dean for consideration and advice;
- iii. SA presidential candidate may run for election and campaign from the point in time when the candidate's nominations are accepted, and Academic Director announces their names;
- iv. The campaigning must cease at midnight the day prior to elections taking place;
- v. Campaigns must be run with respect and integrity, with observance of the rules and regulations of SCI regarding student conduct;
- vi. Fundraising for candidates will not be permitted;
- vii. SCI and SA funds and resources shall not be used in campaigning activities;
- viii. Elections will start towards the middle of Semester I to ensure new election for o-week of next term; the election timeline will be as below:
 - a. Week 7 (Monday): applications open, potential candidates to register their interest with Academic Director;
 - b. Week 7 (Friday): applications close;
 - c. Week 8 (Monday): voting opens, SCI student body to be informed via email;
 - d. Week 8 (Friday): voting closes, SA President to be announced (via email and at lunch time.

e. Same number of votes

In the event two or more candidates receive the same number of votes in an election, then the matter will be referred to the Dean for consideration.

f. Amendments

- i. amendments to SA Terms of Reference may be initiated through a petition in writing by any ten students;
- ii. all proposed changes to SA Terms of Reference will need to be reviewed by the Academic Director and the Dean.