

UNE SCC Constitution



Vision:

The SCC aims to represent UNE student opinions and needs impartially, candidly, and with integrity, maintaining student's best interests and promoting partnership with the University of New England.

Mission:

The SCC is dedicated to building resilient and authentic student representation and promoting valued student voice at UNE.

Values:

- Respect
- Mutual Engagement
- Collaboration
- Empowerment
- Openness
- Inclusion
- Ethical Partnership
- Trust

Part 1. Preliminary

This document is to be formally recognised as the UNE SCC Constitution, empowering the establishment, functions and powers of the relevant Committee, and its parts. This Constitution should be read in conjunction with SCC Regulations, and the SCC Good Governance Manual.

1.1 Name

This Constitution refers to the body known as the UNE Student Consultative Committee, UNE SCC, or SCC herein.

1.2 Enactment

The UNE SCC, and this Constitution are empowered by endorsement and approval of the UNE Council, and formal recognition by the UNE Senior Executive Team.

1.3 This Constitution is divided into the following parts:

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Part 2. Interpretation

2.1 Within this document, the following definition and interpretations apply, unless otherwise specified:

“Academic Year” refers to the period from the commencement of Trimester 1, through to the end of the exam period of Trimester 3.

“Annual Elections” means the SCC election is conducted once per year, as per this Constitution.

“Committee” refers to the Student Consultative Committee.

“Days” refers to calendar days, including the weekend and any public holidays. If a period of time is specified in days, it should be taken to be calculated by excluding the day the act or intention initiated on, and the day upon which the purpose is to be fulfilled.

“Discrimination” refers to any unjust, prejudicial or unequal treatment of people, based on grounds of exclusion, or factors such as their sex, sexual orientation, gender, race, ethnicity, religion, family responsibilities, impairment (perceived or actual), parental status, age, or political beliefs.

“Members” refers to all current UNE students, less they have opted out of membership.

“Representatives” refers to Student Representatives of the SCC.

“SCC Administration Officer” refers to the employed position of an Administration Officer for the SCC, who is tasked with assisting with governance and administration tasks, and reporting.

“SCC Returning Officer” refers to the UNE Staff member, so delegated under the Office of the Pro Vice Chancellor, who is responsible for conducting elections and announcing results of the elections.

“Staff Advisory Board Members” refers to UNE staff who sit on the SCC Staff Advisory Board in a support/ mentor role.

“Student” refers to any person who has been admitted to the University of New England in any course, at any level, and whose enrolment for that course is current for that year in question, and not subject to discontinuation or exclusion.

“University” refers to the University of New England, UNE, as established under the *University of New England Act, 1993*.

Part 3. SCC Aims and Objectives

The aims and objectives of the SCC are to:

- a) Provide a formal avenue for student consultation, collaboration and voice on UNE matters;
- b) Enhance and promote the welfare of UNE students, and better the UNE learning experience;
- c) Represent UNE students within, and external to the University;
- d) Promote communication and interaction between UNE students and staff to inform, facilitate and engage a partnership approach at UNE;
- e) Provide an opportunity and create a safe space for student representatives to collaborative with, and provide input to the University on matters of interest, including but not limited to the engagement of current and future students;
- f) Provide and coordinate Partnership Forums for the discussion and co-creation of solutions for UNE problems, where Representatives and Staff both meaningfully participate in decision making processes together;
- g) Aid in the development of co-created solutions, and the provision of new and innovative ideas and practices where these are of benefit to UNE and UNE students;
- h) Enable UNE to benefit from the diversity of skill, backgrounds and experience of the student population and their engagement; and
- i) Act as a conduit or meeting point for student representative liaison and voice on behalf of UNE students

Part 4. Powers of the UNE SCC

The UNE SCC is empowered to conduct any such activities which fulfil the above aims and objectives, so long as those activities do not breach UNE policies, including the Student Behaviour Misconduct Rule. These activities may include, but are not limited to:

- a) Consulting with students;
- b) Advocating for students;
- c) Promoting student voice;
- d) Co-creating solutions with staff;
- e) Making recommendations to the UNE Senior Executive Team and or Council;
- f) Endorsing actions and solutions;
- g) Printing or otherwise publishing information including newsletters, articles, promotional documents or advertisement via any media, including social media;
- h) Publishing and distributing SCC reports on matters pertaining to students;

- i) Promoting the UNE SCC and its function;
- j) Organising social and other events for students;
- k) Liaising with students, other UNE student representatives and staff;
- l) Making binding Committee resolutions;
- m) Receiving and distributing monies;
- n) Setting and charging membership fees;
- o) Purchasing goods, or selling merchandise;
- p) Disciplining and or removing Representatives;
- q) Approval and removal of Affiliates;
- r) Providing an honorarium to Representatives;
- s) Granting leave to Representatives; and
- t) To do all things that will give effect to or further the objects as above, within the scope of this Constitution.

4.1 Powers of the SCC Chair

- a) The Chair of the SCC is the UNE Council Student Representative, who is empowered to direct the SCC, and its Representatives, call meetings and adjudicate on discussions. This role also is empowered to create sub committees for particular activities, on an on-going, recurrent or single project basis, and establish Working Groups for particular functions.
- a) The Chair also takes responsibility for instructing Representatives to carry out specific tasks, request reports, and or request other tasks from Representatives.

4.2 Sub Committees

- a) Sub Committees so created by the approval of the SCC Chair must have an established Terms of Reference to guide their specific intent, purpose, duration and membership.
- b) The membership constituency of a Sub Committee should be predominantly SCC Representatives, however, where needed, UNE Staff members and or other students may be invited for specific needs to be addressed.
- c) Terms of Reference must have a clause providing for a delegated Chair, usually being an elected SCC Representative who volunteers to undertake the role, and who will report back to the SCC and SCC Chair.
- d) Terms of Reference must be provided to the SCC, with Chair endorsement and approval prior to the commencement of the Sub Committee's first meeting. SCC Representatives will have the chance to review the Terms of Reference, and make any comment or suggestion for the Chair to take under advisement.

- e) All Sub Committees should have a fixed term of expected duration, and the Sub Committee Chair, in conjunction with the SCC Chair may review this based on expected outcomes as needed. The expectation to this is to be the SSAF Committee, which must be a recurrent committee under the SCC.
- f) Sub Committees may be dissolved, or have their Terms of Reference altered at any meeting of the SCC, where this has been noted in advance as an agenda item, and is to put a vote, where a majority is in favour of the change and or dissolution.

Part 5. Student Membership

All UNE students will automatically become student members of the UNE SCC upon enrolment into any course at UNE, without affirmative action needed on their behalf.

5.1 Student membership status can be revoked on request of the student, via an opt-out email to the UNE SCC.

5.2 Student membership may be voided where a student is excluded from UNE, or is otherwise inactive as a student, for the extent and duration of their inactivity.

5.3 Student members shall be:

- a) Bound by this Constitution, UNE Policies, Rules and Procedures, and UNE Student Partnership Agreements
- b) Entitled to all advantages and privileges of membership, including advocacy, meaningful consultation and support

Part 6. Committee Representatives and Membership

The SCC will be comprised of the following elected representatives:

- Chair of the SCC – UNE Council Student Representative
- Five Online Students Representatives
- Two General Student Representatives – Bachelor Degree
- Two General Student Representatives – Post Graduate or Research
- Two International Students Representatives
- One Residential College Representative
- One ‘Town’ Student Representative
- One Indigenous Student Representative
- One Pathways/ Enabling Course Representative

6.1 Students will have the opportunity to self-nominate for elections annually.

6.2 Elected Representatives will be expected to hold their position for 3 consecutive Trimesters, in addition to being available for on-going support and mentorship for the incoming Committee for an additional Trimester.

6.3 Representatives may request to take a leave of absence for up to 12 weeks on grounds such as natural disaster, personal injury or caring duties. Where leave is requested for grounds other than these, honorarium may be withheld for the period of leave. Leave requests must be made in writing, to SCC Chair, and or the SCC Administrative Officer.

Part 7. Affiliate Members

Affiliate members are members of the SCC who are not Representatives or students. These members function under a Partnership Agreement, with the endorsement of the Committee, to provide advice and support to the SCC.

7.1 UNE Staff members can become affiliate members in their professional capacity by joining the *UNE Staff Advisory Board*. This affiliation affords staff the ability to be SCC mentors, and provide support and advice, as well as the ability to raise issues and concerns regarding UNE that may affect students.

7.2 UNE Alumni can become affiliate members of the SCC by agreeing to undertake a mentor role.

7.3 Affiliate members do not have the right to vote in referenda, or raise a matter to be voted upon. They do however have speaking rights at meetings, and may be asked to provide insight or advice on matters.

Part 8. Functions of the SCC

The SCC functions to actively consult on, and voice student issues and concerns, facilitating institution-wide discussion on these relevant issues to encourage student engagement. The SCC prioritises student wellbeing and education, and operates under a partnership framework of student and staff collaboration to meet these mutual objectives.

8.1 Student Consultation

The SCC will conduct regular consultation with students on matters arising at UNE. This consultation may be a mix of formal and informal methods, including surveys, opinion polls, social media posts and comments, focus groups, feedback/ suggestion boxes, and outreach activities. Feedback can be made in person or virtually, via writing or verbal correspondence.

8.2 Student Voice

SCC Representatives are tasked with collating student opinions, concerns and suggestions from their consultation, and recording this. Records of student opinion or issues then will be synthesised into categories, and specific issues or trends, to be voiced at Student Staff Partnership Forums. At these Forums, student issues will be considered, and solutions to these issues will be co-created by representatives and staff. SCC Representatives are tasked with reporting agreed upon solutions back to

the student body, or providing updates on work being conducted towards finding an appropriate solution. Updates should occur once per trimester using the SCC blog, and an annual report should be released at the end of the Committees term.

8.3 Support

SCC Representatives are tasked with supporting students via listening to their issues, and pointing them in the right direction of UNE supports that can be of assistance. Students can expect that the SCC will provide them with a place to feel heard, and have their matter considered, as well as have trained students provide service referral to specialised areas that can be of assistance where appropriate.

8.4 Liaison

The SCC is tasked with forging links with existing UNE student representative bodies and organs of the University, and at least once a Trimester, should make efforts to discuss current issues in consultation with these representatives. This liaison function should be used to assist in prioritising issues for the SCC, and to ensure lines of communication remain open and utilised. Further informal meetings may be held at the discretion of the SCC.

Part 9. SCC Student and Staff Partnership Forums

Student voice at UNE will be aired in a scheduled Forum each Trimester, chaired by the SCC Chair. This Forum will invite SCC Representatives and UNE staff to discuss issues raised by UNE students during consultation, and provide a space for students and staff to work collaboratively to co-create solutions for these issues.

9.1 Intent

The intent of the Forum is to provide a virtual space where students and staff can work in partnership to solve issues. Partnership is crucial to this Forum, as solutions should be co-created. Co-creation involves looking at the cause of the issue, and investigating solutions that are fit for purpose, and consider needs of all parties involved. This ultimately seeks to increase student experience, engagement and retention, by facilitation of a UNE culture of student's voice being valued.

9.2 Process

- a) SCC Representatives, in consultation with students, staff and other representatives as appropriate, will call for matters to be raised for the Forum at least 6 weeks in advance of the Forum.
- b) Items raised will be prioritised based on category, impact and pervasiveness. SCC Representatives and or relevant staff/ staff advisory board members will be assigned to provide information at the Forum on said topic.
- c) Items will then be added to the Forum agenda, and sent out to all who will be in attendance at least 14 days in advance of the Forum, with a Zoom meeting invitation, and any relevant papers.

- d) The SCC Chair will open the meeting and direct the Forum attendees through agenda items.
- e) Issues should be addressed from an *effect* point of view, and have a focus on possible solutions and their co-creation.
- f) Where issues cannot be solved in the first instance, a relevant staff member will take the responsibility for heading up a Working Group with students to investigate options, and this will be communicated by the SCC to students via the SCC Blog.
- g) Forum outcomes and actions will be reported via minutes by the SCC Administration Officer, and made public to staff and students via Moodle, and the SCC website.

9.3 Forum Attendees

- a) SCC Representatives, and associated staff will host the Forums, and may extend invitations to members of the Staff Advisory Board, and other Student Representatives in active participating capacities as needed for advice, knowledge or expertise.
- b) Forums will be open to the general UNE community, including all students, on a viewing and Q&A capacity.
- c) UNE Staff with standing active invitations to the Forums in the role of partners include:
 - i. *Members of the Senior Executive Team (or their nominee)*
 - ii. *One academic staff representative from each Faculty*
 - iii. *Director, Student Success*
 - iv. *Chief Information Officer*
 - v. *University Librarian*
 - vi. *Director, UNE Residential System*
 - vii. *Director LaTT*
 - viii. *Manager, International Office*
 - ix. *Program Director, Madgwick College*
 - x. *UNELife Director (or Nominee)*
- d) Forums are intended to have equal numbers of students and staff in participation.

9.4 SCC Endorsement

The SCC should note and publicise decisions and outcomes from Forums, and iterate whether decisions are still pending, in addition to providing details on whether they as a Committee have endorsed decisions as results of student feedback.

9.5 SCC Reporting

- a) Forums must be minuted, and records of these minutes and actions should be posted online via the SCC website and Moodle page.
- b) The SCC should also produce an annual report on the years Forums, analysing:
 - i. Trends and themes in Forum topics
 - ii. Results and actions taken
 - iii. A review of what worked well, and what needs work
 - iv. Any outstanding items of work

Part 10. Election Process

SCC elections are overseen by the SCC Returning Officer, and are subject to the following;

10.1 Elections are to be held once per Academic Year, usually early in Trimester one, unless otherwise specified on the SCC website, with noted reason for delay.

- a) Information regarding elections, including eligibility criteria and nomination process, will be made available and updated in the December to April period of each year on the SCC website, and emailed to students.

10.2 Calling of Elections

Elections must be called by:

- a) The SCC Administrative Officer and SCC Returning Officer at the end of the previous Committees term, or
- b) The SCC Chair, by reason of resolution made by the Committee to fill vacancies, or address a vote of no confidence.

10.3 Eligibility

To be eligible for nomination as an SCC Representative, students must:

- a) Have an active enrolment at UNE in a course
- b) Have at least 3 trimesters left in their course
- c) Not be considered a full-time permanent staff member of UNE
- d) Have no recorded breaches of the UNE Student Behavioural Misconduct Rule

10.4 Nominations

Students may nominate themselves for the role of an SCC Representative via submission of the online form. This form will request information on the student's eligibility, as well as which representative position they wish to nominate for, and contact details. Students will also be asked to provide a candidate statement,

outlining why they would like to be an SCC Representative, and what they hope to bring to the SCC. Forms submitted without this information will not be considered.

10.5 Nominee Verification

The SCC Administration Officer and/or Returning Officer will verify that nominees are current students, are eligible as per 10.3, and have provided all relevant details correctly before nominees are loaded into the election platform.

10.6 Elections

After nominees have been verified, a secure election platform will be built, using the SRM or other UNE approved third party platform. All UNE students will be sent a secure link to vote on their cohort representatives based on provided nominee statements. Preferential voting will take place, and students who receive preferred votes will be notified that they are now elected SCC Representatives.

Part 11. Governance and Representation

SCC governance and representation practices are outlined in the SCC Good Governance Manual. In compliance with this Manual, the SCC should ensure the following:

11.1 Minimum Meetings

- a) Conduct a Forum once per Trimester, with the agenda to be sent out 14 days prior
- b) Call for a Forum preparation meeting with representatives and Staff Advisory Board members as required to discuss items to be tabled at the Forum. This should be 6 weeks prior to the Forums date.
- c) Call Special General Meetings at least once per Trimester, and as the need arises, with 10 day notice provided
- d) Hold an Annual General Meeting for preparation of SCC handover and SCC review with 14 days' notice
- e) All meetings must be conducted via Zoom, in addition to any in person accessibility.

11.2 Meeting Papers

- a) Agendas should be sent out with meeting notifications.
- b) Unless the Chair otherwise approves, business papers and reports relating to a scheduled meeting will be distributed at least 7 days prior to that meeting. Additional documents may be tabled with shorter notice, as long as it is deemed as soon as practicable in the circumstances.

11.3 Attendance

- a) SCC Representative Attendance at meetings is mandatory unless a Representative has:

- i. Sent in a formal apology via writing
 - ii. Received an approved leave of absence
- b) Attendance needed to meet quorum at any regular meeting is 50% of elected SCC Representatives, plus one. Failure to meet this quorum will usually render decisions made in such a meeting as non-binding.

11.4 Voting

Decisions made by the SCC should be done so via a vote or resolution, which can be conducted either in real time in a meeting, or via polling as appropriate. A resolution will be deemed to have been approved where a majority of 55% or more has been found in favour.

11.5 Representation, Consultation and Liaison

The minimum accepted standards for SCC representation is as follows:

- a) SCC Representatives will conduct at least one student outreach initiative each Trimester
- b) The SCC will maintain an open feedback mechanism at all times
- c) The SCC will conduct a student experience survey or focus group once per trimester
- d) The SCC will regularly update the Blog with outcomes and current issues
- e) The SCC will hold a representative liaison meeting with other student representatives each Trimester
- f) The SCC will engage with the Staff Advisory Board routinely on matters, to seek advice and liaison on student issues as needed
- g) The SCC will release an annual report at the end of the academic year

11.5 SCC Feedback, Reporting and Review

- a) The SCC will ensure that there is a continuous feedback loop on student issues, with outcomes from Forums and or progress being updated in a timely manner via Moodle, Social Media and the SCC Website.
- b) The SCC must update the progress blog after each Forum with outcomes, and periodically provide updates on on-going matters through the year. Additionally, formal reports should be made regarding SSAF priorities, emerging student issues, and an annual report reviewing the SCC for the past year.
- c) The SCC will make available meeting minutes in a timely manner for UNE students.

11.6 Document and Record Management

- a) Any and all documentation produced and or received by the SCC should be stored in the allocated SCC TRIM container. Document copies may also be stored in the SCC Outlook account and on Teams for the purposes of sharing.
- b) SCC correspondence will only be noted and approved as being official where the SCC letterhead is used, and the SCC email account or SRM is used to distribute the correspondence. In certain instances, correspondence may also be sent using physical mail, where the letterhead is used.
- c) Documents containing confidential or private information must be kept secure within the SCC email account, and TRIM container.
- d) Student feedback should have any and all personal identifying information stricken prior to being recorded in reports which will be circulated or released in order to maintain privacy and confidentiality. The exception to this is where specific permission is given by the student to release their identity in direct relation to a matter.

11.7 Financial Management

- a) The SCC must annually place a SSAF bid for the next years planned initiatives. This should be done as a Committee, and information should be handed over to the next Committee as needed.
- b) The Chair of the SCC and the SCC Administration Officer are responsible for oversight of the SCC funds.
- c) The Chair of the SCC may, where necessary, delegate financial officer duties to another representative, who will be required to liaise with the SCC Administration Officer.
- d) All SCC funds must be accounted for, with receipts appropriately stored.
- e) All SCC funds must be managed online. Only in exceptional circumstances will cash transactions be approved.
- f) All SCC funds must be spent in accordance with their approval and allocation from SSAF. Unspent funds should be acquitted and returned.
- g) The SCC may create revenue from initiatives and sales, and this can be spent via online transactions for SCC purposes such as events, merchandise, or equipment.
- h) The SCC Administration Officer is responsible for ensuring that SCC Representatives receive their Honorarium payments.
- i) Account reporting should occur quarterly for all incoming and outgoing monies.

Part 12. Acknowledgement of Student Contributions

- a) SCC Representatives are eligible for a nominal honorarium for their service as a representative to be calculated at a per annum figure, to be paid per trimester.

- b) Representatives will also receive a formal letter of recommendation, acknowledging their specific contributions to the University.

Part 13. Termination of a Representative's Term of Office

Representatives will normally be required to hold office for 3 consecutive Trimesters, however earlier release may be actioned where:

- a) The Representative provides notice to the Chair, outlining reasons of their resignation
- b) The Representative has been expelled or excluded from the University
- c) The Representative has breached an SCC Regulation, Code of Conduct or this Constitution by committing any act that is found to be detrimental to the Committee and or University.

13.1 Acts detrimental to the Committee and or University

The SCC deems the following acts to be detrimental to the Committee and or University

- a) Breaches of the Behavioural Misconduct Rule
- b) Serious Breaches of the Academic Misconduct Rule
- c) Breaches of Australia laws subject to prosecution
- d) Any act that can be understood as being discriminative, or that harasses or intimidate another person, or damages the SCC reputation or functionality
- e) Continuation of conflict and or non-compliance with dispute resolution practices

13.2 Process

- a) Decisions to terminate a Representative's term of office early must only occur after due inquiry, and reasonable attempts at conflict resolution where appropriate.
- b) Intention to initiate termination processes must be submitted to the SCC Administration Officer in writing with noted evidence for this decision, with endorsement of **at least 3 SCC Representatives**. Submitted evidence will then be reviewed, and SCC Representatives may be contacted for further information.
- c) Where a case can be substantiated, the SCC Administration Officer will contact the Representative in question, and inquire if they wish to contest the proposed termination.
- d) Where a representative is to be terminated, they have the right to appeal, and must be made aware of this, including the appeal process. Appeals are to be carried out via the representative being afforded the opportunity of presenting their case to a panel of their peers in either writing or in person. This panel will

adjudicate on whether termination is warranted. The decision of this panel will be final.

- e) The panel may consist of 3 students and 2 staff members, and they will also receive a briefing from the SCC outlining the reasons for termination.

Part 14. Disciplinary Actions

The SCC is empowered to make regulations for, and enact the discipline of representatives who are found to have breached this Constitution, and or codes of conduct.

14.1 Any discipline of a representative must be in accordance with this Constitution, and be based on the following grounds:

- a) Failure to comply with or breach of this Constitution, or SCC Regulations, or Code of Conduct
- b) Any conduct so outlined in section 13.1

14.2 The process of disciplinary action requires that:

- a) The representatives concerned is (i) informed of the allegation against them, and potential disciplinary consequences, and (ii) is given reasonable opportunity to respond to these
- b) The disciplinary action is adjudicated by an unbiased person, such as the SCC Administrative Officer, or other Independent individual so deemed appropriate
- c) The disciplinary procedure is completed soon as reasonably practicable for all parties

14.3 Penalties

Penalties which may be applied include:

- a) Formal warning
- b) Withholding of Honorarium and or withholding of letter of recommendation
- c) Student Grievance Action
- d) Removal of Representative from Office via termination

14.4 The UNE SCC must not take further disciplinary action under this clause against a representative who is a party to the grievance process in regards to the same allegation until that process, including dispute resolution, has been completed or found ineffective.

Part 15. Dispute Resolution Processes

In the case of dispute or conflict arising between SCC Representatives, Staff or students in matters that pertain to the UNE SCC, the following prescribed dispute resolution process is to be followed:

- a) The dispute should, in the first instance be addressed between individuals in an informal and non-confrontational manner where appropriate
- b) Where this is not practicable, the aggrieved individual/s may contact the Chair, and or the SCC Administrative Officer, or other Support Staff, to request assistance in the organisation of impartial open discussion to negotiate solution or diffuse the situation
- c) In the event that such measures are not helpful, the dispute resolution process should be escalated to the Student Grievance Unit, to request facilitated mediation. Mediation or arbitration will be ensued, and parties are permitted to have a support person in attendance with them.

Part 16. Regulations

The SCC may, as necessary, make regulations and or codes of conduct in order to further the aims and objectives of the Committee. Such regulations should be made via binding resolution at a SGM, in accordance with the SCC powers outlined in Part 4, xii of this Constitution. Resolutions must be voted on and passed by a majority (of at least 55%) before they are able to be enacted, and may not be enacted retrospectively.

Part 17. Partnership Clause

SCC Representatives, upon acceptance of their elected position, agree to work in partnership with UNE, and UNE staff members to meet the aims and objectives of this Constitution. This includes making efforts to collaborate, liaise and communicate with staff, attend forums and participate with student best interest in mind. Representatives who do not make efforts work in partnership may be subject to disciplinary action.

Part 18. Referendum

Referendum may be held for the following purposes:

- a) To decide proposals of reversing, altering or rescinding any decision or resolution of the SCC, or
- b) To determine matters or issues to be put to referendum

18.1 Referendum must be held where:

- a) The SCC makes the decision to hold a referendum
- b) A decision to reverse any binding resolution is proposed
- c) A question of signing or making an affiliating contract with any student representative body, or other legal entity which may incur a cost, is proposed
- d) Changing the nature of the SCC is proposed, such as to incorporate or un-incorporate
- e) Adding, altering or otherwise applying any membership fees is proposed

18.2 Referendum decisions are to be considered passed where:

- a) Quorum is met: 60% of representatives must be in attendance, in addition to the Chair or delegate (where 15 representatives are elected, 9 must be in attendance)
- b) Notification of Referendum was provided by calling a SGM with at least 10 days' notice, and provision of the question at hand and any associated papers;
- c) The question was put to vote, and a majority was found to be in support of the decision

Part 19. Constitutional Amendments

- a) No alteration, repeal or addition shall be made to this Constitution except at the Annual General Meeting, or Special General Meeting called for that purpose.
- b) Notice of all motions to alter, repeal or add to the Constitution shall be given to representatives fourteen (14) days prior to the Annual General meeting, or ten (10) days prior to a general meeting called for such purpose.
- c) Notice of motions should include the proposal, and any additional papers so relevant to the motion.
- d) UNE students may be invited to any meeting where a motion to alter, repeal or make an addition to this Constitution relevant to UNE students is an agenda item, and should be afforded voting rights on such motions.
- e) All motions, or any part thereof, shall be of no effect unless passed by a seventy five percent (75%) majority of those present and entitled to vote.
- f) Amendments, alterations and or additions should be posted on the SCC website for general student review and endorsement for seven (7) days after the successful vote, for student comment and endorsement. Where no comment is made, the amendment, alteration or addition is to be taken as accepted.
- g) This Constitution may not be altered, repealed or amended retrospectively, unless the alteration proposed is only rectification of any identified unintentional error, mis-description, omission, or typographic error of a cosmetic nature, which may be corrected without the necessity of a special resolution.

Part 20. Student Consultative Committee Review

The SCC should, at the end of each Term of Office, seek student and staff opinion on SCC Representation process, requesting advice or comment to be passed onto the next Committee. This should act as a method of reviewing the SCC function, and identifying areas of improvement to be made for the benefit of students. Comment on specific individuals is to be disregarded.

Part 21. Dissolution and Votes of No Confidence

The SCC as student consultative body may only be dissolved where a vote of the whole student body has taken place, and at least 20% of all current UNE students have

engaged in this vote, and a 75% majority of those students have indicated that the SCC is no longer viable.

21.1 A vote may be undertaken by the Committee, after the unsuccessful completion of all dispute resolution processes, to determine if a particular member of the Committee, including but not limited to the Chair, has lost confidence of the Committee in their undertaking their duties. Such a vote must follow the procedures outlined above in 18.2.

21.2 If, in the instance of the Committee being discontinued, any property and or monies remaining after the satisfaction of any and all debts, outstanding acquittals and liabilities, should be distributed to;

- a) Another representative body with similar objectives and aims as the UNE SCC;
or
- b) For charitable purposes.

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