

**LA TROBE UNIVERSITY STUDENT UNION INC.  
SHEPPARTON STUDENTS ASSOCIATION  
(SSA)  
REGULATION**

**1. Contents**

The contents of these regulations are:

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**2. Name**

- 2.1 The name of the association shall be the "La Trobe University Shepparton Students' Association" hereafter referred to as the Students' Association.
- 2.2 Association" hereafter referred to as the Students' Association.

**3. Membership**

- 3.1 All currently enrolled students at the Shepparton campus may become a member of the Students' Association. Once members have joined, they shall remain a member of the Students' Association until such time as they resign their membership or are no longer an enrolled student at the La Trobe University Shepparton campus.
- 3.2 Students' Association. Once members have joined, they shall remain a member of the Students' Association until such time as they resign their membership or are no longer an enrolled student at the La Trobe University Shepparton campus.
- 3.3 Students' Association until such time as they resign their membership or are no longer an enrolled student at the La Trobe University Shepparton campus.

**4. Aims**

- (a) To provide opportunities for social interaction between all members of the Students' Association and with other members of the University,
- (b) To sponsor and promote social, cultural, educational, recreational and sporting

activities among its members,

- (c) To sponsor and promote the welfare of members, and
- (d) To provide such premises and facilities as are necessary to further the aims

**5. Committee**

5.1 There shall be a Committee, which subject to the overriding authority of the

La Trobe University Student Union shall determine the policy of the Students' Association.

5.2 The Committee shall consist of not more than ten members who shall be

elected in September or October of each year at the Annual General

Meeting. At least one position on the Committee shall be reserved for a

Postgraduate student.

5.3 Once elected the Committee shall elect from amongst its members a

President and a Secretary and other such office bearers, as it shall

determine. If a staff member is appointed that person shall become the nonvoting

Secretary of the Students' Association.

5.4 If for any reason there is a vacancy on the Committee the Committee shall

have the authority to co-opt a replacement member.

5.5 The President shall chair meetings of the Students' Association, act as

spokesperson on behalf of the Students' Association.

5.6 The Secretary shall be responsible for ensuring that meetings of the Students' Association occur in an orderly fashion including the recording of minutes and the preparation and distribution of agendas and associated papers. The Secretary shall also be responsible for the establishment and maintenance of the membership database of the Students' Association.

## **6. FINANCE**

The finances of the Students' Association shall be managed by La Trobe University Student Union through the General Manager of the Student Union. The General Manager shall be responsible for ensuring tabled financial reports to the Students' Association so as to ensure that budget guidelines are maintained.

## **7. ANNUAL GENERAL MEETINGS**

The Annual General Meeting (AGM) of the Association shall be held in September or October of each year.

- 7.1 The purpose of the AGM is to:
- (a) elect the Committee for the following year. The Committee shall immediately assume office and shall hold office until the following year's AGM.
  - (b) receive a report from the President on the activities of the Students' Association for the previous year.
  - (c) receive a financial report from the General Manager of the Student Union on the finances of the Students' Association.

(d) answer questions from members in regard to the operation of the Students' Association.

7.2 Notice of the date of the AGM, including the call for nominations to the Committee, shall be given at least fourteen days before the date of the meeting.

7.3 The actual date in September or October of the AGM shall be determined by the Students' Association.

7.4 The quorum of the AGM shall be 10 members.

7.5 If a quorum is not achieved the agenda items shall be referred to the Student Council of the Student Union for determination.

## **8. SPECIAL GENERAL MEETING**

8.1 The Committee may whenever it thinks fit convene a Special General Meeting (SGM) by giving fourteen days' notice.

8.2 The Committee shall on the requisition in writing of 10% of the members of Students' Association convene a SGM.

8.3 The requisition shall state the objects of the meeting. Such objects must come within the province and policy control of the Students' Association.

8.4 The quorum of a SGM shall be 20 members. Where a quorum is not achieved the matter shall be determined by the Committee.

## **9. STAFF**

9.1 All staff employed to further the aims of the Students' Association shall be employees of La Trobe University Student Union and shall be entitled to the same benefits entitlements

and protection as any other staff member of the Student Union pursuant with their classification and terms of employment.

9.2 As such staff shall be responsible to the General

Manager of the Student Union but will be expected to work in close co-operation and consultation with the Committee.

#### 10. ALTERATION OF TERMS OF REFERENCE

10.1 The Terms of Reference may be altered by a resolution of the AGM or SGM provided that:

- (a) fourteen days' notice is given of any such proposal, and
- (b) the alterations are formally ratified by the Guild Board.

10.2 The Student Council may also alter the Terms of Reference upon receiving a written request from the Committee.

10.3 If necessary the Student Council may also alter these Terms of Reference.

Where possible and practical consultation shall occur with the Student

Association before the Student Council determines the matter.

10.4 Where these Terms of Reference are silent on any matter the Student Union Constitution shall determine the matter.