

# LA TROBE UNIVERSITY STUDENT UNION INC. SHEPPARTON STUDENTS ASSOCIATION (SSA) REGULATIONS

## 1. Contents

The contents of these regulations are:

1. Contents
2. Name
3. Membership
4. Aims
5. Committee
6. Finances
7. Annual General Meeting
8. Special General Meeting
9. Staff
10. Alteration of the Terms of Reference

## 2. Name

The name of the association shall be the “La Trobe University Shepparton Students' Association” hereafter referred to as the Students' Association.

## 3. Membership

1. All currently enrolled students at the Shepparton campus may become a member of the Students' Association.
2. 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.

## 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 of the Students' Association.

## 5. Committee

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.
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.

3. Once elected the Committee shall elect from amongst its members a President, Vice 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.

4. The Executive of the Student Association shall be comprised of the:

- (a) President
- (b) Vice-President
- (c) Secretary

5. The Executive and Committee shall be paid an Honorarium at a rate as determined by the La Trobe Student Union in consultation with the association.

6. The committee, may by resolution at an AGM or SGM, choose to elect general committee members.

7. The President shall chair meetings of the Students' Association and act as a spokesperson on behalf of the Students' Association.

8. The Secretary shall be responsible for:

8.1. Ensuring that meetings of the Students' Association occur in an orderly fashion:

- (a) Preparing and distribution of agendas and associated papers
- (b) Recording and distribution of minutes of meetings

8.2. Establishment and maintenance of the membership database of the Students' Association

9. If for any reason, there is a vacancy on the Committee, the Committee shall have the authority to co-opt a replacement member.

## **6. Finances**

**6.1.** The finances of the Students' Association shall be managed by the La Trobe University Student Union through the General Manager.

**6.2.** 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**

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

**7.2.** The purpose of the AGM is to:

- (a) Elect the committee for the following year. The elected committee shall immediately assume office and shall hold office until the follow 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 operations of the Students' Association.

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

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

**7.5.** The quorum of the AGM shall be 10 members.

**7.6.** 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 Meetings**

**8.1.** The committee may whenever it thinks fit, convene a Special General Meeting (SGM) by giving 14 days' notice.

**8.2.** The committee shall on the requisition in writing of 10% of the members of the Students' Association convene an SGM.

**8.3.** The requisition shall state the objects of the meetings which are within the policy control of the Students' Association.

**8.4.** The quorum of an 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 the La Trobe University Student Union and shall be entitled to the same benefits and entitlements and protection as any other staff member of the Student Union,

pursuant with their classification and terms of employment.

- 9.2. 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 the Terms of Reference

- 10.1. The Terms of Reference, otherwise known as Shepperton Students Association (SSA) Regulations, 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 ratified by the Student Council

10. The Student Council may also the Terms of Reference upon receiving a written request from the committee.
11. If necessary, the Student Council may also alter these Terms of Reference however where possible and practical, consultation shall occur with the Student Association before the Student Council determines the matter.
12. Where these Terms of Reference are silent on a matter, the Student Union Constitution and regulations shall determine the matter.