

## **Macquarie University Student Representative Committee Charter**

Adopted by the Student Representative Committee on 4 April 2016.

### **Introduction**

This charter sets out guidelines for the conduct of the Student Representative Committee (SRC) and its members. It is based on good practice for a committee of this type.

It supplements the constitution of the SRC and summarises some important parts of the constitution. SRC members are responsible for familiarising themselves with this charter and the constitution.

### **Functions and Responsibilities of SRC**

1. As set out in the SRC constitution, the SRC has the following functions:
  - (a) to consult with, advise and make recommendations to the University (through the Vice-Chancellor, the Deputy Vice-Chancellor Students and Registrar and the Student Experience Committee of the University Council) about any matter within its terms of reference;
  - (b) to advance the education and wellbeing of the student community;
  - (c) to represent the student community and act as a means of communication between:
    - (i) the University; and
    - (ii) the student community and the major student organisations; and
  - (d) any other functions conferred on it by the Vice-Chancellor after consultation with the SRC.
  
2. The SRC's terms of reference are any matter:
  - (a) affecting services and amenities provided by the University for the benefit of the student community;
  - (b) relating to the use of the proceeds from student amenities fees;
  - (c) affecting study and research by the student community;
  - (d) affecting the welfare of the student community; or
  - (e) affecting the overall student experience at the University,

but excludes any matter which does not affect the student community or a cohort of students, generally.

### **Responsibilities and expectations of SRC members**

3. To exercise their powers and discharge their duties with care and diligence.

4. To act in good faith in the best interests of the University as a whole. No duty is owed by any SRC member to any individual or group who may have nominated, elected or appointed them, or to any other individual or group.
5. The powers of the SRC are to be exercised by the SRC as a whole. Decisions must be made collectively and members are bound by the SRC's decisions.
6. Unless individual SRC members receive specific delegations from the SRC they must refrain from making presentations or agreements on its behalf.
7. A SRC member must not represent their own views as those of the SRC or purport to represent the views of the SRC without the SRC's approval.
8. In the interests of harmony and effectiveness of the SRC and the University as a whole, the SRC members must conduct themselves with good will and in a harmonious manner.
9. The SRC members have a duty of loyalty to the University and the SRC, and outside SRC meetings they must support the letter and the spirit of SRC decisions when dealing with other parties.
10. A SRC member has a duty not to use information obtained as SRC member for the benefit of themselves or any person linked to them. Information obtained as a result of SRC membership must not be released except as decided by the SRC as a whole. SRC agendas, papers, minutes and discussions are confidential to the SRC and must not be released in any event.
11. A SRC member must not act in a way likely to bring discredit to the University or the SRC.
12. SRC members have a right and duty to consider properly all matters brought to the SRC. Attendance at SRC meetings is important and SRC members must only fail to attend in unavoidable circumstances.
13. SRC members have a right and a duty to raise matters of serious concern at SRC meetings. In order that such matters can be discussed properly it is important that University staff and other SRC members be given time to consider them, and it is good practice for a SRC member with a serious concern to mention it to the Chairperson in time for the matter to be added to the agenda.
14. SRC members must be frank and open in SRC meetings and are expected to question, request information, and raise issues. Where disagreements occur every effort must be made to resolve the issue and to avoid dissension. SRC members have a right to resign, if they disagree with a decision of the SRC or the University, but if they choose to remain on the SRC they are bound by the collective decisions of the SRC.
15. If a SRC member resigns because of their disagreement with a decision of the SRC or the University, he or she may state the basis for the disagreement, but must not otherwise publicly disclose the proceedings of the SRC or the views of other SRC members.

16. Each SRC member must declare any material conflict of interest as soon as he or she becomes aware of it, and withdraw from the discussion and decision of any matter on which he or she has a material conflict. The SRC member must notify the Chairperson of any actual or potential conflict as soon as they are aware of it (if possible before the beginning of the meeting at which the issue is likely to be raised). The guidance of the Chairperson must be accepted on such matters.
17. The effectiveness of the SRC depends in part on the operation of its committees. Committee work can impose a considerable burden and the SRC members must share it as equitably as possible.
18. SRC members must attend as many meetings as possible. If a SRC member is unable to attend a meeting, an apology stating the reason for not attending must be given to the SRC Secretary. If a SRC member is absent from three consecutive meetings of the SRC without the Chairperson's prior approval, that member may cease to be a member.

### **SRC members' rights and benefits**

19. In order to discharge their duties properly, SRC members have a right to identify the information that they will need and to receive it in a timely way.
20. Individual SRC members have a right to obtain information necessary for them to discharge their duties, from University staff, but it is recognised that questions and requests involving a substantial amount of work may disrupt management of the University. Accordingly, the SRC members agree that if a question to a staff member cannot be answered without special work questions will be put in writing and directed through the Chairperson.
21. Outside specialist advice obtained for purposes related to the SRC is advice to the SRC as a whole and must be arranged by the Chairperson at the request of the SRC. In exceptional circumstances, if one or more SRC members want to obtain special advice the matter must be raised with the Chairperson who may at his or her discretion arrange for the advice to be obtained, or may refer the matter to the SRC. If such advice is obtained it must be made available to the SRC as a whole.
22. SRC members are not entitled to remuneration, but extra ordinary approved expenses may be recovered.
23. SRC members must ensure that all other material benefits received from the University by them, or their relatives or associates are disclosed to the SRC. All contracts between SRC members or their relatives or associates and the University must also be disclosed.