

# Rule Concerning Committees

## AUTHORITY

A Rule of the Adelaide University Union (AUU) enacted pursuant to Clause 20 of the AUU Constitution.

## RULE

### 1. Objectives

To establish, and ensure the efficient working of the committee structure of AUU Board

### 2. Definitions

The definitions in Clause 3 of the AUU Constitution apply to this rule.

### 3. Interpretation

Interpretation of this policy is within the jurisdiction of the President, pursuant to the authority of Board.

### 4. The Executive Committee

4.1 The Executive Committee is established under clause 11 of the AUU Constitution.

#### 4.2 Powers and Duties of the Executive

The Executive will:

- 4.2.1 consider in confidence and make recommendations to the Board on applications concerning the promotion, salary, classification and conditions of work of staff, complaints concerning staff and industrial matters as they arise;
- 4.2.2 approve unplanned expenditure of up to \$4000 deemed essential for the normal operations of the AUU by the EO. and required urgently before the next meeting of the AUU Board. Once a decision to approve expenditure is made pursuant to this power, the EO. will cause all members of Board to be informed of the Executive's decision as soon as is practicable;
- 4.2.3 deliberate on urgent issues that arise which must be dealt before a meeting of the Board can be convened;
- 4.2.4 monitor the AUU's compliance with the Strategic Plan and ensure that it is reviewed regularly;
- 4.2.5 regularly review and make recommendations to board with regard to Rule or Policy reform;
- 4.2.6 consider and make recommendations to the Board on all matters deemed confidential by the EO. and the President;

- 4.2.7 consider and make recommendations on matters referred to it by the Board;
- 4.2.8 classify agenda items for Board Meetings as either as Starred Items, Unstarred Items, or Confidential Items, an Unstarred Item being one the Executive believes requires further debate by the Board, and a Confidential Item being one the Executive believes should be dealt with during a Confidential Session of the Board;

## **5. The Finance Committee**

5.1 There will be a Finance Committee of Board.

### **5.2 Composition**

5.2.1 The Finance Committee will have the following voting members:

- The Vice President who shall also be the Chair of the Finance Committee
- Three additional AUU student Board members elected in the same manner as the Executive as described in clause 11.10 of the AUU Constitution; and
- The President

5.2.2 The Finance Committee shall have the following non-voting members:

- The General Manager
- Up to three other persons with relevant financial expertise, not being Board members, and co-opted by the Committee from time to time on such terms as it sees fit

5.2.3 The term of office for the voting members of the Finance Committee shall be concurrent with their term of office as a board director.

5.2.4 To avoid doubt, the AUU Board's conflict of interest policies apply to the Finance Committee as if it were the Board.

### **5.3 Powers and Duties of the Finance Committee**

The Finance Committee will have the powers and duties to:

5.3.1 prepare and recommend to the Board an annual operating and capital budget for the AUU;

5.3.2 monitor and review the AUU's financial position and budget;

5.3.3 consider proposed unbudgeted operating or capital expenditure, and where an item is less than \$5,000, approve it, or where it is equal to or more than that amount, make a recommendation to the Board that it be approved;

5.3.4 consider and implement strategies relating to the investment of AUU funds, subject to any framework set by the Board;

- 5.3.5 conduct any tender process initiated by the Board, subject to any framework set by the Board;
- 5.3.6 make recommendations to the Board concerning the appointment of the auditor, and policy changes in response to feedback from the auditor;
- 5.3.7 consider and make recommendations on matters referred to it by the Board.

#### 5.4 Meetings

- 5.4.1 Quorum for a meeting of the Finance Committee will be three of its voting members.
- 5.4.2 The Finance Committee must meet at least once every two calendar months.
- 5.4.3 No Finance Committee meetings will be held during University examination periods, unless there are exceptional circumstances which warrant such a meeting to be held.
- 5.4.4 There must be at least 5 days' notice given for a Finance Committee meeting.
- 5.4.5 No Finance Committee meeting shall consider any proposal for unbudgeted expenditure unless:
  - The submission is lodged with the Chair five working days before the meeting in which the submitter requests Finance Committee to consider it; and
  - The submission has been made available to Finance Committee members for their consideration at least three working days before the meeting in which the submitter requests the Finance Committee to consider it;
  - Provided that the Finance Committee may consider a particular proposal if there are exceptional circumstances which warrant its consideration despite the proposal not meeting the notice requirement, if:
    - The Chair and General Manager, upon their agreement, put the proposal on the agenda; or
    - The Finance Committee as a whole by procedural motions decides to consider it.
- 5.4.6 The Chair of the Finance Committee will prepare and submit to Board a monthly report on the meetings and resolutions of the Finance Committee.

#### 5.5 Casual Vacancy

A casual vacancy in the membership of the Finance Committee must be filled by the Board at its first meeting after the vacancy occurs.

## **6. Activities Committee**

6.1 There will be an Activities Committee to run activities on campus and to co-ordinate orientation events each year.

### **6.2 Composition**

6.2.1 The Activities Committee will have the following voting members:

- a student Chair elected annually at the time of the AUU elections; and
- the Events Co-Ordinator
- the President.

6.2.2 The Activities committee of the Board will have the following non-voting members:

- the General Manager
- other professional staff members as required

### **6.3 Powers & Duties**

The Activities committee will:

- 6.3.1 co-ordinate and run orientation events and general activities;
- 6.3.2 consider and make recommendations to the Board on policies relating to the extracurricular activities budget;
- 6.3.3 receive reports from activities staff and monitor the success of activities programs;
- 6.3.4 facilitate co-operation between affiliates over orientation events and general activities and co-ordinate activities which involve more than one affiliate;
- 6.3.5 recommend expenditure for orientation events and general activities;
- 6.3.6 appoint student directors when appropriate for specific tasks and events, including for orientation; and
- 6.3.7 prepare and present to the Finance Committee a proposed budget, both operating and capital, for the activities area each year.

### **6.4 Meetings**

6.4.1 Quorum for a meeting of the Activities Committee will be all of its voting members.

6.4.2 The Activities Committee must meet at least ten times per year.

6.4.3 No Activities Committee meetings will be held during University examination periods, unless there are exceptional circumstances which warrant such a meeting being held.

6.4.4 The Union Activities Committee has the power to create sub committees for the purpose of specific projects or events. These sub committees

are to be chaired by a member of the Union Activities Committee and shall include other students as deemed necessary.

#### 6.6 Chair of the Activities Committee

- 6.6.1 The Chair of the Activities Committee shall be an Ordinary Member of the AUU elected by Students at the time of the AUU elections
- 6.6.2 The Chair of the Activities Committee will prepare and submit to Board a monthly report on the meetings and programs of the Activities Committee.
- 6.6.4 The term of office of the Chair of the Activities Committee shall be concurrent with the term of the Board

### **7. Student Media Committee**

7.1 There will be a Student Media Committee.

#### 7.2 Composition

- 7.2.1 The Student Media Committee will have the following voting members:
  - On Dit Editor/s, up to three, (1 vote) elected annually at the time of the AUU elections.
  - Student Radio Director/s, up to three, (1 vote) elected annually at the time of the AUU elections.
  - AUU President
- 7.2.2 The Student Media Committee shall have the following non-voting members:
  - 1 Board Director, elected by the Board as the Chair of the Student Media Committee.
  - The General Manager
  - The Marketing Manager
  - Other professional staff members as required

#### 7.3 Powers & Duties

The Student Media Committee will:

- 7.3.1 Monitor, maintain and promote Adelaide University Student Media (AUSM) outlets including On Dit Student Newspaper, Student Radio 101.5 FM and Student TV.
- 7.3.2 Liaise with AUU Marketing for the promotion of AUSM outlets.
- 7.3.3 Negotiate the Student Radio contract in conjunction with the General Manager.
- 7.3.4 Submit funding proposals to the AUU Board to ensure a reasonable level of support for AUSM.
- 7.3.5 Present up to date financial records and revenue records.
- 7.3.6 Inform of any issues effecting the production, distribution and readership/listeners/viewers of AUSM.

#### 7.4 Meetings

- 7.4.1 Quorum for a meeting of the Student Media Committee will be three voting members.
- 7.4.2 The Student Media Committee must meet at least four times per year.
- 7.4.3 No Student Media Committee meetings will be held during University examination periods, unless there are exceptional circumstances which warrant such a meeting being held.
- 7.4.4 All meetings of the Student Media Committee will be minuted by the Chair.
- 7.4.5 Minutes and recommendations will be presented to the AUU Board.

#### 7.5 Chair of the Student Media Committee

- 7.5.1 The Chair of the Student Media Committee shall be an AUU Student Board Director elected in the same manner as the Executive as described in clause 11.10 of the AUU Constitution.
- 7.5.2 The Chair ceases to hold that position
  - on the expiration of the term of office of the Chair;
  - on the receipt by the President of a written letter of resignation;
  - on ceasing to be a student elected director of the AUU; or
  - on being dismissed pursuant to clause 14 of the AUU Constitution.
- 7.5.3 The term of office of the Chair of the Student Media Committee shall be concurrent with their term of office as an AUU Board Director.

#### 7.6 On Dit Editors and Student Radio Directors

- 7.6.1 For the purpose of elections, candidates for the positions of On Dit Editors or Student Radio Directors must run in teams of no more than three and all candidates must be ordinary student members of the AUU.
- 7.6.2 The term of office for On Dit Editors and Student Radio Directors is from the 1<sup>st</sup> of December in the year that they are elected to the 30<sup>th</sup> of November the following year.
- 7.6.3 An On Dit Editor or Student Radio Director ceases to hold that position
  - on the expiration of the term of office; or
  - on the receipt by the President of a written letter of resignation.
- 7.6.4 In the event that a member of an On Dit or Student Radio team resigns, the remaining members of that team shall continue in their roles. If the remaining On Dit Editor/s or Student Radio Director/s wish to fill the vacancy, the Student Media Committee shall fill the vacancy on the recommendation of the remaining team members.

- 7.6.5 In the event that all members of an On Dit or Student Radio team resign prior to the expiration of their term of office, the AUU Board will determine how to fill those roles until the time of the next annual election.

## **HISTORY**

Replaces “Rules Concerning Standing Committees”	COPY KEPT
First Enacted 22 February, 2000	COPY KEPT
Altered December 2002	COPY KEPT
Altered 30 March 2004	COPY KEPT
Altered 7 March 2005	COPY KEPT
Altered 3 May 2005	COPY KEPT
Altered 29 September 2005	COPY KEPT
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