

COMMITTEES RULE

AUTHORITY

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

RULES

1. Objectives

- 1.1 To establish the duties and responsibilities of committees of Board.
- 1.2 To ensure the efficient working of committees of Board

2. Definitions

2.1 The definitions of Clause 3 of the AUU Constitution apply to this policy unless specified otherwise below.

3. Interpretation

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

4. Executive

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

4.2 The powers and duties of the Executive are as follows:

- 4.2.1 consider in confidence and make recommendations to the Board on industrial matters as they arise;
- 4.2.2 deliberate on urgent issues that arise which must be dealt before a meeting of the Board can be convened;
- 4.2.3 monitor YouX's compliance with the Strategic Plan and ensure that it is reviewed regularly;
- 4.2.4 regularly review and make recommendations to board with regard to Rule or Policy reform;
- 4.2.5 consider and make recommendations to the Board on all matters deemed confidential by the EO. and the President;
- 4.2.6 consider and make recommendations on matters referred to it by the Board;
- 4.2.7 classify agenda items for Board Meetings 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, when able to;
- 4.2.8 determine which Board papers may be made publically available, as the needs arises;
- 4.2.9 prepare and recommend to the Board an annual operating and capital budget for YouX;

4.2.10 monitor and review YouX's financial position and budget;

4.2.11 consider proposed unbudgeted operating or capital expenditure, and where an item is less than \$15,000, approve it, or where it is equal to or more than that amount, make a recommendation to the Board that it be approved;

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

4.2.13 conduct any tender process initiated by the Board, subject to any framework set by the Board;

4.2.14 make recommendations to the Board concerning the appointment of the auditor, and policy changes in response to feedback from the auditor;

4.2.15 conduct the annual appraisal of the Executive Officer; and

4.2.16 provide advice to the President as requested on issues before them.

5. The Clubs Committee

5.1 There will be a Clubs Committee of Board.

5.2 Composition

5.2.1 The Clubs Committee will have the following voting members:

5.2.1 A Student Elected Director elected by the Board who shall also be the Chair of the Clubs Committee;

5.2.2 The President who shall also be Deputy Chair of the Clubs Committee; and

5.2.3 Up to two clubs representatives, that are not Student Elected Directors, elected annually by the Presidents or equivalent (or their proxies) of all Registered Clubs.

The Clubs Committee shall have the following non-voting members:

5.2.4 The Executive Officer, or his nominee.

5.2.5 The Clubs Administrator (or equivalent as determined by the Executive Officer)

The Clubs Committee shall have the following observers who are permitted to stay for meetings if they do not have an identifiable conflict of interest:

5.2.6 Presidents of currently affiliated clubs

5.2.7 YouX Board Directors

Conflicts of Interest for Attendees

5.2.8 Attendees must flag potential conflicts of interest to the chair prior to the commencement of the meeting.

5.3 Eligibility to nominate for clubs representative

Rule Concerning Committees V16.0

In order to nominate for and hold the position of clubs representative on the Clubs Committee, a person must:

- 5.3.1 Be a Student;
- 5.3.2 Be a member of at least one Registered Club; and
- 5.3.3 Be nominated by the President (or equivalent) of at least one Registered Club.
- 5.3.4 Be a Member of YouX.

5.4 The Returning Officer for the annual election of clubs representatives shall be appointed by the Clubs Committee and must be conducted in the second half of each year.

5.5 The Chair of the Clubs Committee and clubs representatives' terms of office are from 1 December in the calendar year they are elected up until 30 November the following year, provided that during this time the Chair of the Clubs Committee remains a Student Elected Director and the clubs representatives remain eligible to hold the position.

5.6 Powers and Duties of the Clubs Committee

The Clubs Committee will have the powers and duties to:

- 5.6.1 Act in accordance with all YOUX Rules and Policies;
- 5.6.2 Consider applications for registration from clubs as they arise and approve club registrations;
- 5.6.3 Consider and approve grant expenditure to clubs by application from registered clubs;
- 5.6.4 Monitor and report to the Board on YOUX Key Performance Indicators relevant to clubs, as determined by the Executive Officer and President;
- 5.6.5 Contribute to the delivery of events and services that support registered clubs;
- 5.6.6 Support the Clubs Administrator where appropriate;
- 5.6.7 Oversee the services available to clubs, including space available to clubs, bookings and administrative support; and
- 5.6.8 Regularly review and make recommendations on matters referred to it by the Board.
- 5.6.9 Consider and make recommendations on grievances referred to it
- 5.6.10 Make recommendations to the Board on Rules and Policy relating to the Administration of Clubs.

5.7 Clubs Committee Chair

The Clubs Committee Chair has the following powers, duties and responsibilities:

- 5.7.1 act as the point of communication between YouX and the Clubs Committee;
- 5.7.2 approve and take a leading role in collective communication between YouX and provisionally/fully registered clubs;

- 5.7.3 approve agendas and minutes to be considered by the Clubs Committee where necessary;
- 5.7.4 take part in the creation of agendas and minutes to be considered by the Clubs Committee where necessary;
- 5.7.5 provide additional documents where, in the opinion of the Clubs Committee chair, such documents are required for the appropriate decision making of the Clubs Committee;
- 5.7.6 maintain access to all clubs documents and information so as to oversee the implementation of applicable rules or policies of YouX;
- 5.7.7 oversee and approve administrative processes of YOUX Clubs where any club may be practically affected by the process in question.

5.8 Meetings

- 5.8.1 Quorum for a meeting of the Clubs Committee will be three of its voting members and any resolution must have the support of at least 3 voting members
- 5.8.2 The Clubs Committee must meet at least eight times per year.
- 5.8.3 No Clubs Committee meetings will be held during University examination periods, unless there are exceptional circumstances that warrant such a meeting to be held.
- 5.8.4 There must be at least 5 days' notice given for a Clubs Committee meeting.
- 5.8.5 The Chair of the Clubs Committee will prepare and submit to Board a report on the meetings and resolutions of the Clubs Committee at least six times per year.
- 5.8.6 Meetings of the Clubs Committee will be minuted by the Clubs Administrator

5.9 Casual Vacancies

- 5.9.1 A casual vacancy in the Chair of the Clubs Committee must be filled by the Board at its first meeting after the vacancy occurs.
- 5.9.2 A casual vacancy in a clubs representative on the Clubs Committee must be filled by the next highest polling candidate from the previous election of clubs representatives. If there is no next highest polling candidate from the previous election of clubs representatives, a by- election must be held as soon as is practicable after the vacancy arises.

5.10 Conduct of attendees

- 5.10.1 Attendees shall address remarks to the Chair in restrained and courteous language, speak relevantly to the matter under discussion, not use offensive or objectionable language, not behave in a disorderly manner, and shall respect the authority of the Chair at all times.

5.10.2 The Chair may name any person who acts contrary to this section or is otherwise disruptive, and this shall be recorded in the minutes.

5.10.3 Any person named two times during a meeting must not be recognised by the Chair and must immediately leave the meeting.

Version Control Table

Version	Author	Date	Changes
V1.0	Executive Officer		Initial document
V2.0	Executive Officer	22/02/2000	Replaces "Rules Concerning Standing Committees"
V3.0	Executive Officer	12/2002	
V4.0	Executive Officer	30/3/2004	
V5.0	Executive Officer	7/03/2005	
V6.0	Executive Officer	3/05/2005	
V7.0	Executive Officer	29/09/2005	
V8.0	Executive Officer	18/09/2006	
V9.0	Executive Officer	16/02/2009	
V10.0	Executive Officer	10/05/2010	
V11.0	Executive Officer	07/05/2012	
V12.0	Executive Officer	16/10/2013	
V13.0	Executive Officer	12/05/2017	Clause 5.2.1.2 amended
V14.0	Executive Officer	20/11/2017	Amend title, amend Clauses 5.4, 5.5, create Clauses 1.1, 1.2, 5.2.6, 5.7, 5.7.1, 5.7.2, 5.7.3, 5.7.4, 5.7.5, 5.7.6, 5.7.7, delete Clauses 1.1, 5.2.4, amend Section 4
V15.0	Executive Officer	24/03/2020	Clause 5.2.1.3 amended
V16.0	Acting EO	03/08/2023	Add to 5.2, Add 5.2.6, 5.2.7, 5.2.8, 5.6.10, Add Section 5.10